Business Writing As a Management Tool





Vocabulary

- Unambiguously- In a way that makes completely clear what is meant: Eg-Her lawyers stated unambiguously that she's not aware of any unethical conduct.
- **Construed-** To understand the meaning, especially of other people's actions and statements, in a particular way: Eg-Any changes to the plan would be construed as indecision.
- Florid prose Very flowery in style.
- Meandering-Moving slowly in no particular direction or with no clear purpose: Eg-a meandering river



- Flab- Unwanted fat
- Proofread- to find and correct mistakes in text before it is printed or put online



