

## Even E-mails Need to Be Edited (FT Press Delivers Elements)



This is the eBook version of the printed book. This Element is an excerpt from *The Truth About the New Rules of Business Writing* (ISBN: 9780137153152) by Natalie Canavor and Claire Meirowitz. available in print and digital formats.

Master the simple editing techniques that make the difference between average emails and powerfully effective messages!

A writer isn't someone who writes, but someone who rewrites. This basic principle applies to all business writing--especially newer forms like e-mail. You may have found editing difficult. However, some guidelines and practice can make all the difference in producing clear, effective writing that connects with readers in the 21st-century digital world.

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