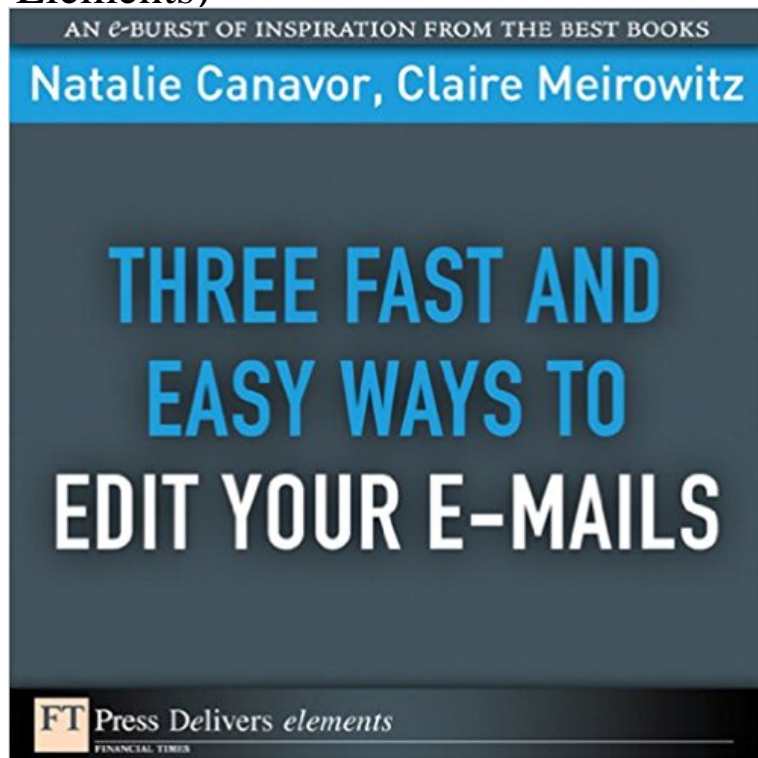


## Three Fast and Easy Ways to Edit Your E-mails (FT Press Delivers Elements)



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. Simple, quick, foolproof ways to supercharge every email you write--and all your other business writing, too! Kill the passive and commit to action: You've probably heard this before, and it's true. Cut inactive verbs and you'll live up your writing enormously. What's inactive? It's easiest to show you: The road was crossed by the chicken. Think no one would say this? Here are everyday examples of business language that contain the same weakness....

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