

# PLAIN STYLE

Techniques for  
Simple, Concise,  
Emphatic  
Business Writing

RICHARD LAUCHMAN

# Plain Style Techniques For Simple Concise Emphatic Business Writing

**Bryan Garner**



## **Plain Style Techniques For Simple Concise Emphatic Business Writing:**

Plain Style Richard Lauchman, 1993-10-22 Good writing is good business Simple straightforward writing saves time creates good relationships and prevents expensive misunderstandings But why is it so hard to achieve This incisive guide suggests ways to think about writing what it should look and sound like as well as what it should accomplish that can simplify how writers choose to express their ideas It examines the reasons why many businesspeople with good skills tend to write strange needlessly complicated sentences and shows them how to break the habit Plain Style offers 35 practical techniques that foster simplicity conciseness and emphasis

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**Legal Writing in Plain English, Third Edition** Bryan A. Garner, 2023-09-06 The leading guide to clear writing StartFragment and clear thinking StartFragment in the legal profession for more than two decades now newly updated Admirably clear concise down to earth and powerful all too often legal writing embodies none of these qualities Its reputation for obscurity and needless legalese is widespread Since 2001 Bryan A Garner s Legal Writing in Plain English has helped address this problem by providing lawyers judges paralegals law students and legal scholars with sound advice and practical tools for improving their written work Now the leading guide to clear writing in the field this indispensable volume encourages legal writers to challenge conventions and offers valuable insights into the writing process how to organize ideas create and refine prose and improve editing skills Accessible and witty Legal Writing in Plain English draws on real life writing samples that Garner has gathered through decades of teaching experience Trenchant advice covers all types of legal materials from analytical and persuasive writing to legal drafting and the book s principles are reinforced by sets of basic intermediate and advanced exercises in each section For this third edition Garner has retained the structure of the previous versions with updates and new material throughout There are new sections on making your writing vivid and concrete and on using graphics to enhance your argument The coverage and examples of key topics such as achieving parallelism avoiding legalese writing effective openers and summaries and weaving quotations into your text have also been expanded And the sample legal documents and exercises have been updated while newly added checklists provide quick summaries of each section Altogether this new edition will be the most useful yet for legal professionals and students seeking to improve their prose

A Dictionary of Modern Legal Usage Bryan A. Garner, 2001 A comprehensive guide to legal style and usage with practical advice on how to write clear jargon free legal prose Includes style tips as well as definitions Garner's Modern American Usage Bryan A. Garner, 2003 Painstakingly researched with copious citations from books newspapers and news magazines this new edition has become the classic reference work praised by professional copy editors The Business Style Handbook: An A-to-Z Guide for Writing on the Job with Tips from Communications Experts at the Fortune 500 Helen Cunningham, Brenda Greene, 2002-02-12 In the everyday work world most professionals are on their own when it comes to writing reports memos proposals and other necessary correspondence The Business Style Handbook is a practical and comprehensive guide that focuses specifically on the writing issues that frequently arise on the job Insights and feedback from Fortune 500 communications executives provide tips and advice on improving writing style and effectiveness while more than 1 200 alphabetized entries cover the essentials of style and usage grammatical concepts and more **The**

**Business Style Handbook, Second Edition: An A-to-Z Guide for Effective Writing on the Job** Helen

Cunningham, Brenda Greene, 2012-10-23 Revised and updated for today's increasingly connected business world The Business Style Handbook 2e provides readers with up to date and offering best practices for writing quickly and effectively

*Garner on Language and Writing* Bryan A. Garner, 2009 This compilation of Brian A Garner's essays shows the breadth of his scholarship covering subjects as wide ranging as learning to write style persuasion contractual and legislative drafting grammar lexicography writing in law school writing in law practice judicial writing and all the literature relating to these diverse subjects Anyone with a lively interest in language writing and law will find this book of interest BOOK JACKET

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