

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

Garner's Modern American Usage Bryan Garner, 2009-08-27 Since first appearing in 1998 Garner's Modern American Usage has established itself as the preeminent guide to the effective use of the English language Brimming with witty erudite essays on troublesome words and phrases this book authoritatively shows how to avoid the countless pitfalls that await unwary writers and speakers whether the issues relate to grammar punctuation word choice or pronunciation Now in the third edition readers will find the Garner's Language Change Index which registers where each disputed usage in modern English falls on a five stage continuum from nonacceptability to the language community as a whole to acceptability giving the book a consistent standard throughout Garner's Modern American Usage 3e is the first usage guide ever to incorporate such a language change index and the judgments are based both on Garner's own original research in linguistic corpora and on his analysis of hundreds of earlier studies Another first in this edition is the panel of critical readers 120 plus commentators who have helped Garner reassess and update the text so that every page has been improved

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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

American Consulting Engineer, 1996 *Writing Articles about the World Around You* Marcia Yudkin, 1998 Discusses how people can use their surroundings to find subjects to write about in how to articles reviews and opinion pieces Plain Style Richard Lauchman, 2008 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 **The Library Journal**, 1993-10 Includes beginning Sept 15 1954 and on the 15th of each month Sept May a special section School library journal ISSN 0000 0035 called Junior libraries 1954 May 1961 Also issued separately **Library Journal**, 1993 **Back in School** Charles J. Shields, 1994 Addresses the special concerns of adult students who often have to balance education with work child care and financial issues Forthcoming Books Rose Arny, 2002 Resources in Education, 1995 The Michigan Bar Journal, 1995 **Subject Guide to Books in Print**, 2001

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