# PIAIN STAILE

lechniques for Simple, Concise, Emphatic Business Writing

RICHARD LAUCHMAN

# <u>Plain Style Techniques For Simple Concise Emphatic</u> <u>Business Writing</u>

**Marcia Yudkin** 

**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 English Usage Bryan Garner, 2016-03-11 With more than a thousand new entries and more than 2 300 word frequency ratios the magisterial fourth edition of this book now renamed Garner's Modern English Usage GMEU reflects usage lexicography at its finest Garner explains the nuances of grammar and vocabulary with thoroughness finesse and wit He discourages whatever is slovenly pretentious or pedantic GMEU is the liveliest and most compulsively readable reference work for writers of our time It delights while providing instruction on skillful persuasive and vivid writing Garner liberates English from two extremes both from the hidebound purists who mistakenly believe that split infinitives and sentence ending prepositions are malfeasances and from the linguistic relativists who believe that whatever people say or write must necessarily be accepted The judgments here are backed up not just by a lifetime of study but also by an empirical grounding in the largest linguistic corpus ever available In this fourth edition Garner has made extensive use of corpus linguistics to include ratios of standard terms as compared against variants in modern print sources No other resource provides as comprehensive reliable and empirical a guide to current English usage For all concerned with writing and editing GMEU will prove invaluable as a desk reference Garner illustrates with actual examples cited with chapter and verse all the linguistic blunders that modern writers and speakers are prone to whether in word choice syntax phrasing punctuation or pronunciation No matter how knowledgeable you may already be you re sure to learn from every single page of this book Public Policy Writing That Matters David Chrisinger, 2022-02-01 A thoroughly updated and expanded guide to honing your public policy writing skills and making a significant impact on the world Winner of the George Orwell Award by the National Council of Teachers of English Professionals across a variety of disciplines need to write about public policy in a manner that inspires action and genuine change You may have amazing ideas about how to improve the world but if you aren t able to communicate these ideas well they simply won t become a reality In Public Policy Writing That Matters communications expert David Chrisinger who directs the Harris Writing Program at the University of Chicago and worked in the US Government Accountability Office for a decade argues that public policy writing is most persuasive when it tells clear concrete stories about people doing things Combining helpful hints and cautionary tales with writing exercises and excerpts from sample policy analysis Chrisinger teaches readers to craft concise story driven pieces that exceed the stylistic requirements and limitations of traditional policy

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#### Table of Contents Plain Style Techniques For Simple Concise Emphatic Business Writing

- 1. Understanding the eBook Plain Style Techniques For Simple Concise Emphatic Business Writing
  - The Rise of Digital Reading Plain Style Techniques For Simple Concise Emphatic Business Writing
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Plain Style Techniques For Simple Concise Emphatic Business Writing
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Plain Style Techniques For Simple Concise Emphatic Business Writing
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Plain Style Techniques For Simple Concise Emphatic Business Writing
  - Personalized Recommendations
  - $\circ$  Plain Style Techniques For Simple Concise Emphatic Business Writing User Reviews and Ratings
  - Plain Style Techniques For Simple Concise Emphatic Business Writing and Bestseller Lists
- 5. Accessing Plain Style Techniques For Simple Concise Emphatic Business Writing Free and Paid eBooks
  - Plain Style Techniques For Simple Concise Emphatic Business Writing Public Domain eBooks
  - Plain Style Techniques For Simple Concise Emphatic Business Writing eBook Subscription Services
  - Plain Style Techniques For Simple Concise Emphatic Business Writing Budget-Friendly Options

- 6. Navigating Plain Style Techniques For Simple Concise Emphatic Business Writing eBook Formats
  - o ePub, PDF, MOBI, and More
  - Plain Style Techniques For Simple Concise Emphatic Business Writing Compatibility with Devices
  - Plain Style Techniques For Simple Concise Emphatic Business Writing Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Plain Style Techniques For Simple Concise Emphatic Business Writing
  - Highlighting and Note-Taking Plain Style Techniques For Simple Concise Emphatic Business Writing
  - Interactive Elements Plain Style Techniques For Simple Concise Emphatic Business Writing
- 8. Staying Engaged with Plain Style Techniques For Simple Concise Emphatic Business Writing
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Plain Style Techniques For Simple Concise Emphatic Business Writing
- 9. Balancing eBooks and Physical Books Plain Style Techniques For Simple Concise Emphatic Business Writing
  - Benefits of a Digital Library
  - o Creating a Diverse Reading Collection Plain Style Techniques For Simple Concise Emphatic Business Writing
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Plain Style Techniques For Simple Concise Emphatic Business Writing
  - Setting Reading Goals Plain Style Techniques For Simple Concise Emphatic Business Writing
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Plain Style Techniques For Simple Concise Emphatic Business Writing
  - Fact-Checking eBook Content of Plain Style Techniques For Simple Concise Emphatic Business Writing
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements

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