

FOURTH EDITION

Revising
BUSINESS
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RICHARD LANHAM

Revising Business Prose

Richard A. Lanham



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A verb style A hypotactic or a paratactic one How does the running style differ from the periodic style What do high middle and low prose style mean How might one apply the classical terminology of rhetorical figures to prose analysis Analyzing Prose supplies detailed carefully charted answers to these questions in order to teach the student of prose style how and where to begin **Fundamentals of Business Writing** Joseph MANCUSO, Yvonne V. CHABRIER, 1992-12-14 A ground breaking approach to writing with a greater focus on planning and revising documents When you complete this book you will know how to write with clarity and style so your ideas come across clearly and quickly You ll become a sharp eyed critic constantly spurring yourself to do better Best of all you ll learn by doing by building and evaluating your own business letter You ll discover how to avoid writer s block by making writing a process with a beginning middle and end You will learn how to Sharpen your competitive edge through good clear writing Make sure your written words say exactly what you mean Identify words and phrases that get in the way of clear concise communication Quickly analyze organize write and revise any document Use expressive words keep sentences and paragraphs short keep thoughts simple Use techniques that involve the reader and create the feeling of personal communication Format documents so they re inviting to look at and easy to read This is an ebook version of the AMA Self Study course If you want to take the course for credit you need to either purchase a hard copy of the course through amaselfstudy.org or purchase an online version of the course through www.flexstudy.com

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