

JOHN MAGUIRE'S

READABLE WRITING GUIDE

For Students, Teachers,
and Self-Instructing Adults



SECOND EDITION

Readable Writing

Amy Cowing

Readable Writing:

The Art of Readable Writing Rudolf Flesch,1949 *The Art of Readable Writing* Rudolf Flesch,1970 **Readable Writing** Eric M. Steel,1950 **Air Force Writing** ,1965-06 *The Art of Readable Writing* Rudolf Franc Flesch,1974

Writing Words that Work Amy Cowing,1961 Writing guide Marine Corps Historical Center (U.S.),2004 Writing for Busy Readers Todd Rogers,Jessica Lasky-Fink,2025-09-02 Writing well is for school Writing effectively is for life Todd Rogers and Jessica Lasky Fink offer the most valuable practical writing advice today Building on their own research in behavioral science they outline cognitive facts about how people actually read and distill them into six principles that will transform the power of your writing Less is more Make reading easy Design for easy navigation Use enough formatting but no more Tell readers why they should care Make responding easy Including many real world examples a checklist and other tools this guide will make you a more successful and productive communicator Rogers and Lasky Fink bring Strunk and White's core ideas into the twenty first century's attention marketplace When the influential guides to writing prose were written the internet hadn't been invented Now the average American adult is inundated with digital messages each day With all this correspondence capturing a busy reader's attention is more challenging than ever This is how to do it Guide for Air Force Writing United States. Department of the Air Force,1973 **Designing Usable Texts** Thomas M. Duffy,Robert Waller,2014-06-28 Designing Usable Texts covers the analysis of textual communication processes in the real world of publishing systems and work sites The book presents topics on designing and understanding of written texts authoring editing and the production process and training authors of informative documents The text also describes the policies and processes of editing lessons in text design from an instructional design perspective and graphics and design alternatives such as studying strategies and their implications for textbook design The identification of information requirements such as understanding readers and their uses of texts modeling users and their use of technical manuals is also considered Psychologists and people involved in communication design document design information mapping and educational technology will find the book invaluable **Better Business Writing** Timothy R. V. Foster,2002 Praise and Reviews Essential guidance on communicating clearly tightly and with style Timothy Foster provides unparalleled guidance on the whole subject THE FORUM FOR ASSOCIATES OF THE INSTITUTE FOR INDEPENDENT BUSINESS August 2002 IMPROVE YOUR TECHNIQUE EXPRESS YOURSELF POWERFULLY WRITE WITH STYLE MAKE A GREAT IMPRESSION Many of the people you want to reach today will do almost anything to avoid the act of reading They look They scan They skip lengthy text They allow distractions to destroy what little concentration they have They give up before absorbing your message correctly Combine this fact with the prevailing trend to outsourcing and self employment which often means those who never thought of themselves as writers must now take on that task and you have a difficult situation The need for excellence in written communication has never been greater especially in today's corporations organisations and one man bands Better Business

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The Art of Readable Writing Rudolf Flesch,1974

Effective Writing John

Kirkman,Christopher Turk,2002-09-11 Effective communication is vital to science engineering and business management

This book gives clear practical advice illustrated with real life examples on how to select organize and present information in reports papers and other documents

Improving Writing Skills Arthur Asa Berger,1993-09-02 This brief practical guide

illustrates the most common kinds of business correspondence that a university professor is required to produce and offers useful advice to make these communications as effective as possible The author also offers general suggestions on effective writing including brainstorming and collaborating persuasion outlining and revising and designing documents

Academic

Writing Andrew P. Johnson,2016-05-08 This book provides a foundation and framework to enhance your understanding of the various processes involved in academic writing The term academic writing here refers to the types of writing used in college level writing courses at both the undergraduate and graduate level However this book was not written simply to help you pass another English class or to get you through the next writing intensive course although it will certainly do that At some point you will be out in the real world hopefully Thus the purpose of this book is to enable you to be an effective writer and thinker in all contexts including your personal and professional lives

Professional Feature Writing Bruce

Garrison,2004-04-12 This text offers the basics of news media feature writing and guides motivated beginners down the right path toward success as professional feature writers This fourth edition gives advanced writers and reporters a thorough look at newspaper magazine newsletter and online publications with emphasis on daily newspapers and consumer magazines

Three primary aspects of feature writing are emphasized introduction and writing skills basics article types and the collegiate and professional writing life Each chapter includes excerpts and complete articles from some of the nation s leading publications that illustrate points made in the text Professional Feature Writing provides a wide variety of perspectives and experiences of both young and experienced writers editors publishers and professors Emphasizing writing values that will strengthen a new writer s journalistic practices readers will gain insights and expertise from the narrative the advice of professionals and current writing examples The book offers lists of tips observations in depth looks at both young and veteran writers guidelines sources and story ideas As such this volume is a solid tour of the forms and approaches to feature writing Building on introductory writing and reporting skills this text is written for advanced students and is filled with practical advice for writing a wide variety of features

Write to the Point, and Feel Better about Your Writing

William Stott,1991 Explains how to write simply and directly describes the basics of organization and briefly reviews grammar and punctuation **Physical Eloquence and the Biology of Writing** Robert Ochsner,1990-01-01 As a statement about literacy this book recommends an approach to teaching writing that stresses the neurological foundations of written English mastered almost like a foreign language Physical eloquence refers to neurological processes of hand eye and ear that every writer must control in order to generate and simultaneously to interpret a written text Biology of writing refers to innate or otherwise untaught abilities that all people have for acquiring prose and which are not enhanced by formal learning Ochsner promotes a realistic writing curriculum that stresses subconscious processes in the biology of the writing process rather than planned rehearsed and formally practiced activities for learning to write He concludes that successful literacy instruction depends on a teacher's willingness to take into account the supremacy of popular culture and the ascendancy of its spoken idiom

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

[Agricultural Extension and Farm Journalism](#) Mr. Rohit Manglik,2024-03-07 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels

Whispering the Strategies of Language: An Psychological Journey through **Readable Writing**

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