



**THE PLAIN
ENGLISH
APPROACH TO
BUSINESS
WRITING**

EDWARD P. BAILEY, Jr.

R E V I S E D E D I T I O N

Plain English Approach To Business Writing

Edward P. Bailey



Plain English Approach To Business Writing:

The Plain English Approach to Business Writing Edward P. Bailey, 1997-08-07 This book is intended for general readers with an interest in writing for business purposes The Plain English Approach to Business Writing Edward P. Bailey Jr., 1997-08-07 In offices across America the Masters of Gobbledygook are hard at work They re bombarding in boxes with those long confusing memos that colleagues don t have the patience to read and bosses don t have the time to rewrite They use words like commence or prior to instead of begin or before They bury their main point somewhere in the last paragraph and take two pages to get there Everybody knows one of them in fact you may even be one of them But now there s help for anyone who s ever fallen prey to businessese academese legalese or any other ese when faced with a blank memo pad In **The Plain English Approach to Business Writing** Edward Bailey who spent twenty years working in the bastions of bureaucratese offers readers a powerful new communications tool Written for busy professionals who want to improve the quality and clarity of their own or their staff s writing style this no nonsense guide is an indispensable office companion Bailey s approach is Surprisingly straightforward just write as you would talk Plain English is not only easier to read it s also easier to write And it s so effective that many large organizations are endorsing if not demanding its use in the work place Pithy and entertaining Bailey points out all the dos and don ts of plain English He then illustrates them with examples drawn from a wide array of sources including business documents technical manuals trade publications like Consumer Reports and the works of writers such as Russell Baker and John D MacDonald From the basics to the fine tuning he offers practical advice on clarity and precision organization layout and a host of other important writing topics A delightful down to earth guide **The Plain English Approach to Business Writing** is for professionals of all backgrounds government military legal financial technical corporate and staff at all levels from the company CEO to the ambitious secretary **The Plain English Approach to Business Writing** can be read in an hour and used for the rest of one s life **Plain English at Work** Edward P. Bailey Jr., 1996-05-16 Everyday we write countless memos letters and reports without a second thought Likewise we give presentations both formal and informal Often this writing and speaking gets criticized for being jargon ridden obscure or long winded in short for not being in plain English But what is plain English and how do we go about writing and speaking it In **Plain English at Work** Edward Bailey gives the answer with down to earth tips and practical advice Bailey an expert in business communication gives us a simple model for writing Style write more the way you talk Organization make your point easy to find Layout use headings lists and other white space so readers can see the structure of your writing Psycholinguists Bailey points out have proven that the techniques of plain English writing are far easier on your readers experience has proven that writing in plain English is easier on you the writer too Bailey also gives you a wealth of practical advice for presentations including How to remember your talk How to design visual aids How to design computer presentations How to set up the room you ll be speaking in How to develop a successful delivery style Perhaps most impressive are the many

detailed tips he gives here For instance when using a pointer hold it in the hand closer to the screen otherwise you turn your back on the audience making it harder to hear you When designing a visual aid use at least 28 point type and seldom use all capital letters which are harder to read And when presenting a bar chart during a computer presentation build it a bar at a time to focus your audience s attention Drawing on two earlier and popular books The Plain English Approach to Business Writing and A Practical Guide for Business Speaking this new volume has been significantly updated It includes up to the minute information on using computers computer graphics and typography for your writing and on using the same technology for designing your presentations The result is an authoritative and comprehensive single volume that will be the essential guide for everyone wishing to communicate more easily and effectively at work The Plain English Approach to Business Writing Edward P. Bailey,1990 Written for busy professionals who want to improve the quality and clarity of their own or their staff s writing style this is a no nonsense guide from the basics to the fine tuning on how to write as you would talk in plain English clearly precisely with organization and layout Plain English Approach to Business Writing - Borders Edition Larry Bailey,1997-09-26 *Plain English at Work* Edward P. Bailey,1996 One of the nation s top business and government consultants presents a complete guide to writing and speaking clearly effectively and persuasively Edward Bailey offers down to earth tips for revolutionizing writing and speaking including specific advice for designing and giving presentations *Clear and Concise* Susan McKerihan,2015-02-02 How well do you write Good communication is a skill required by all professionals Whether you re preparing reports conducting reviews or simply writing emails expressing your ideas clearly and persuasively is fundamental to your success in the workplace Susan McKerihan has spent over twenty years assisting corporate clients to perfect their written communications In *Clear Concise* she shares her secrets using real world examples to show how to avoid common writing traps such as wordiness ambiguity and repetition By eliminating these habitual errors from your work and by using a logical top down structure you can improve the readability of your writing And when your words are lucid and focused your thinking becomes sharper and you become more impressive and more productive *Clear Concise* is the only writing guide you will ever need *Management Communication* James S. O'Rourke,2023-03-30 This new edition of *Management Communication* is a case based textbook that introduces students to the strategic communication methods that are crucial to master in order for them to develop into effective and ethical managers at all levels of business Effective communication skills are necessary for success in the business world and James O'Rourke has written a highly readable book filled with anecdotes and examples to engage students in the learning process This seventh edition includes both classic and new features The strategic approach is integrated throughout the book allowing students to understand how a communicated message affects the business as a whole New case studies provide students with hands on experience of scenarios they will encounter in the real world looking at global companies such as Facebook and Nike Further updates include new content on technology corporate culture and disinformation An ethical

thread is woven through the text demonstrating how ethical decision making can be applied in all aspects of communication. Chapters on intercultural communication, nonverbal communication and conflict management provide students with the skills to build relationships and influence stakeholders, key skills for any manager. This text will provide students with a well rounded understanding of management communication and the support material ensures it serves as a complete resource for instructors.

Business Communication Peter Hartley, Clive Bruckmann, 2008-01-28 This is a wide ranging up to date introduction to modern business communication which integrates communication theory and practice and challenges many orthodox views of the communication process. As well as developing their own practical skills, readers will be able to understand and apply principles of modern business communication. Among the subjects covered are interpersonal communication including the use and analysis of nonverbal communication, group communication including practical techniques to support discussion and meetings, written presentation including the full range of paper and electronic documents, oral presentation including the use of electronic media, corporate communication including strategies and media. The book also offers guidelines on how communication must respond to important organizational issues including the impact of information technology, changes in organizational structures and cultures and the diverse multicultural composition of modern organizations. This is an ideal text for undergraduates and postgraduates studying business communication and through its direct style and practical relevance it will also satisfy professional readers wishing to develop their understanding and skills.

English Communication (For AECC Course, Delhi University) Khanna Pooja, As per the guidelines of Choice Based Credit System CBCS for all Central Universities including the University of Delhi and written specifically for the Ability Enhancement Compulsory Course AECC in English, the book introduces students to the theory, fundamentals and tools of communication to help them develop vital communication skills that would be integral to personal, social and professional interactions. With minimal textual emphasis and optimal use of practice exercises, an effort has been made to make learning a pleasure for the students. While some sections have been included from a theoretical point of view, several passages have been introduced to expose the reader to more interesting materials. **KEY FEATURES** Easy language, Equal emphasis on theory and practice, Interactive worksheets incorporated to improve communication skills, Equips students to tackle the problem areas in reading and comprehension.

The Winning Brief: 100 Tips for Persuasive Briefing in Trial and Appellate Courts Bryan A. Garner, 2004-02-13 Good legal writing wins court cases. In its first edition, *The Winning Brief* proved that the key to writing well is understanding the judicial readership. Now in a revised and updated version of this modern classic, Bryan A. Garner explains the art of effective writing in 100 concise, practical and easy to use sections. Covering everything from the rules for planning and organizing a brief to openers that can capture a judge's attention from the first few words, these tips add up to the most compelling, orderly and visually appealing brief that an advocate can present. In Garner's view, good writing is good thinking put to paper. Never write a sentence that you couldn't easily speak, he warns, and demonstrates how to do just that.

Beginning each tip with a set of quotable quotes from experts he then gives masterly advice on building sound paragraphs drafting crisp sentences choosing the best words Strike pursuant to from your vocabulary quoting authority citing sources and designing a document that looks as impressive as it reads Throughout he shows how to edit for maximal impact using vivid before and after examples that apply the basics of rhetoric to persuasive writing Filled with examples of good and bad writing from actual briefs filed in courts of all types The Winning Brief also covers the new appellate rules for preparing federal briefs Constantly collecting material from his seminars and polling judges for their preferences the second edition delivers the same solid guidelines with even more supporting evidence Including for the first time sections on the ever changing rules of acceptable legal writing Garner s new edition keeps even the most seasoned lawyers on their toes and writing briefs that win cases An invaluable resource for attorneys law clerks judges paralegals law students and their teachers The Winning Brief has the qualities that make all of Garner s books so popular authority accessibility and page after page of techniques that work If you re writing to win a case this book shouldn t merely be on your shelf it should be open on your desk

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Introduction 1 Case in Point How to Develop Your Story and Organize Your Report 2 Start with Your Main Point 3 Why Coherent Paragraphs Are Better Than Cohesive Ones 4 Shortcuts to the Strongest Sentences on the Block 5 What to Not Say or What to Leave Unsaid 6 How to Use Simple Language to Describe Complex Ideas 7 Make Figures Tables and Charts Work For You by James Bennett Conclusion Suggestions for Further Reading

Business Communication (For University of Delhi, B.Com Hons., Sem.6) Pooja Khanna, Effective communication is the key to success in life We live in an era where words and gestures play an important role in effective communication Businesses operate in various circumstances and it is paramount that the communication between different parties concerned is clear and effective and also takes into account the cultural sensitivities This is where the concept of Business Communication comes to play This book written in accordance with the syllabus of the University of Delhi is an attempt to equip the readers with skills required to communicate effectively in a business situation It would also be useful for the students of BCom BBA and MBA of other universities and for anyone looking to learn the nitty gritty of business communication

KEY FEATURES Analysis of vital components of business communication Informative use of illustrations examples diagrams and pictures Inclusion of review questions and university examination questions New tools for business communication like emails teleconferencing video conferencing telex fax discussed in detail

Studying for Success Richard Palmer, 2004-05-27 This lively and stimulating book offers an enlightening new approach to effective study Without minimising the importance of good organisation and hard work the author stresses throughout that study must and can be fun Delivered with characteristic humour and wisdom Richard Palmer updates and reinvigorates a classic best selling book with new sections on computers and the internet as well as chapters covering important areas such as memory and review essay planning and writing note taking time management using resources exam techniques and

preparation This is an inspiring essential read for all students studying for A Levels and undergraduate degrees who want to find the key to achieving success both in coursework and exams *101 Ways to Improve Your Business Writing* Phil Dye, 2004 **Write in Style** Richard Palmer, 2013-05-13 Write in Style is aimed at all for whom clarity and accuracy of expression are important skills All the main styles and grammatical rules are covered their sense explained and vivid examples given of how not to write Plenty of sound and meticulous advice is offered in a friendly and enthusiastic tone and a large part of the book covers specific types of writing from essays and articles to minutes and reportage The many illustrations examples and exercises throughout help the reader put into practice the techniques and skills the book explores *Skills of Workplace Communication* Richard Picardi, 2001-09-30 Ability and skill are important but they are not everything Equally important is how you communicate yourself your competencies and achievements to others Teacher and consultant Richard Picardi takes a long thoughtful look at the things we all need to understand in order to allow our ideas to be heard and understood in today's noisy hotly competitive organizations He covers not just the skills of putting your ideas recommendations and analyses in writing but also the other way in which effective communication is accomplished nonverbally He shows you the internal and external roadblocks to effective communication and how to break through them In Part I Picardi analyzes the nature of verbal and nonverbal communication He shows how to recognize and remove internal and external barriers to effective communication and create messages that get the results you want He then focuses on the specific goals of business communication showing how the concept of change interacts with all forms of communication in fact how change is implicit in them Picardi lays out the elements of organization that are essential in creating reader based messages then explains how to compose the clear forceful sentences and paragraphs to express them Later in Part III he presents his system of text boxes showing how to write typical business memos and letters using direct and indirect patterns of writing to demonstrate different types of messages you want to communicate and ends with a systematic method to revise and improve upon first drafts He goes on to apply the principles of reader based communication effective organization and clear expression to proposal and report writing He shows how proposals differ from reports and how to write both effectively For training and development specialists the book provides the material you need to teach these skills to others

Renovating Your Writing Richard Kallan, 2017-07-06 Renovating Your Writing outlines the principles of effective composition by focusing on the essential skill set and mindset every successful writer must possess Now in its second edition this novel text provides readers with unique strategies for crafting and revising their writing whether for school work or play The new edition emphasizes in particular the importance of the writer embracing a rhetorical perspective distinguishing between formal and social media compositional styles and appreciating the effort needed to produce clear concise and compelling messages *Brain Train* Dr Richard Palmer, Richard Palmer, 2003-09-02 A new edition of a highly successful study skills book The style and approach is particularly suited to current student needs as the author stresses the

importance of adopting a positive response to study The lively and enthusiastic tone and the practical advice on everything from planning revision to designing CVs gives this book enormous appeal to all from A level to mature students Writing Qualitative Research on Practice ,2009-01-01 Writing Qualitative Research on Practice brings together key authors in the field of qualitative research to critique current trends and expand discourse about the challenges and practices of writing qualitative research This book is located in the context of professional practice and the practice world It scopes and maps the broad horizons of qualitative research on practice and explores writing in major qualitative research traditions A key issue addressed in writing qualitative research particularly the narrative forms is finding a way to write that encapsulates the goals and genre of the research project Writing is presented as a process and journey and also a way of thinking and creating knowledge Within research writing is an essential expression of the research frame of reference and a key element of the research genre This book explores writing for a range of publications including books chapters theses and papers for journals The practical and accessible style of this book makes it an invaluable resource for postgraduate research students teachers and supervisors and scholars of qualitative research

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