Revising Business Prose, Second Edition

Lanham, Richard A

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Revising Business Prose

Ron Jeffries, Ann Anderson, Chet Hendrickson

Revising Business Prose:

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What is a noun style 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 guickly 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 Functional Communication Quality, 2021-11-22 In this volume researchers from American and European flexstudy com universities and institutes present their recent research on Functional Communication Quality Functional refers to the purposes of the communication process The relations between these purposes and the best way to describe them are some of the topics discussed Communication refers to a complex interactive process Relevant variables include the speech act of the participants features of the message chosen channel moment duration frequency environment. The participants in this process are individuals and groups as well as organizations and parts of organizations Quality can be described from several points of view a technical point of view with efficiency as its goal an operative point of view which aims for effectiveness or an aesthetic point of view This volume shows that a multi perspective approach to Functional Communication Quality FCQ is the only way to obtain a better insight into this area of communication studies. The papers are grouped in four different chapters each dealing with a different perspective on the theme FCQ in an organizational context FCQ and research methods FCQ and text analysis FCQ and electronic tools The book also contains an overview of organizational communication research in France and Spain This volume will be of interest to a broad audience of researchers and students in the field of organizational communication studies and the field of writing studies communication consultants and communication Weiss, 2015-01-28 This easy to use handbook is an essential resource for anyone who needs to write English correspondence for an international business audience In an engaging accessible style it integrates the theory and controversies of

intercultural communication with the practical skills of writing and editing English for those who read it as a second language The book emphasizes principles of simplicity and clarity proper etiquette cultural sensitivity appropriate layout and typography and more to increase the chances that a text prepared by a native English speaker will be better understood by a non native speaker It also updates traditional advice with new insights into e mail culture Equally useful for students and professionals in business communication marketing communication and international business The Elements of International English Style is filled with realistic examples problems and projects including 57 specific tactics to internationalize one s English hundreds of before and after comparisons showing the effects of editing for an international audience models of international correspondence practical discussion questions and work projects useful resources for further study including books articles and websites Breaking the Boundaries B. Sanyal, 2013-03-09 Exploring the complex arena of international planning for development has until now been uniquely the privilege of influential senior western planners This book calls into question many of their hallowed principles and much of the conventional wisdom still evident in the halls of academe At a time of increasing enrollment of foreign students in North American planning programs the emergence of a new voice has coincided with a growing skepticism worldwide about old notions of planning and development in poorer and ex colonial countries Now there is a need for brave innovations to reshape our understanding of the global crisis and the potential for progressive and democratic local solutions in both rich and poor nations alike This new voice is given expression by academics and professionals from Third World nations who received their planning education in the west and who now hold posts in major western planning schools Breaking the Boundaries presents their views and those of concerned colleagues about the need for a radically changed curriculum based on a comparative one world approach to planning education Their personal experiences as young expatriate scholars and later as teachers of both Third World and First World students in western planning schools are seen as crucial to this need for change Through candid reflections and perceptive critiques of their own field the spatial environmental social design and communications disciplines the contributors explore crucial issues in development planning from theoretical and professional practice perspectives **Orange Coast Magazine** ,1988-02 Orange Coast Magazine is the oldest continuously published lifestyle magazine in the region bringing together Orange County's most affluent coastal communities through smart fun and timely editorial content as well as compelling photographs and design Each issue features an award winning blend of celebrity and newsmaker profiles service journalism and authoritative articles on dining fashion home design and travel As Orange County's only paid subscription lifestyle magazine with circulation figures guaranteed by the Audit Bureau of Circulation Orange Coast is the definitive guidebook into the county s luxe lifestyle Editing Sam Dragga, Gwendolyn Gong, 2018-02-06 This book is intended to familiarize readers with the theoretical basis and practical applications of the editing process This involves the examination of the rhetorical canons invention arrangement style delivery and the corresponding rhetorical objectives of editing accuracy clarity propriety and artistry We envision a diverse audience for this book For aspiring editors we offer an introduction to rhetorical principles as a vehicle for developing a repertoire of theoretically sound and effective strategies For professionals directors of communications public relations specialists experienced writers and editors of professional and technical publications this book will serve as a reference and guide reinforcing their intuitive understanding and appreciation of the art of editing

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Bernard Lonergan Joint Officer Handbook (JOH) Staffing and Action Guide United States. Joint Chiefs of Staff. Joint Staff. J-7,2010 This is a practical and easily accessible guide for those new to the joint environment and staff assignments With input from serving action officers and senior leaders here are the competencies and behaviors of highly effective and successful joint staff officers which provide a roadmap for career self development This is the most current joint information available for managing staff activities **Remote Work** Chris Dyer, Kim Shepherd, 2021-05-03 How can I develop a team if they re not in the same place How can I build a company culture that works for employees in an office working at home and in co work spaces How can I maintain organizational oversight if I can t see my employees Remote Work answers all these questions and more and provides guidance on how to build a successful remote working strategy that engages employees allows them to perform to their full potential and improves business performance The COVID 19 pandemic has put remote work into the business norm but demand from employees to work remotely was already increasing with a 2019 report stating that 34% of people surveyed would even take a pay cut if they could work remotely part of the time HR professionals and business leaders need to address this demand to attract and retain the talent the business needs Remote Work is written by two industry experts who have successfully transitioned their workforces to remote models It provides essential guidance on how to implement policies processes and strategies for remote working including meeting types measuring performance and creating virtual water cooler environments Featuring advice on technological solutions to adapting processes and driving engagement this book also outlines the business benefits of a remote workforce including improved productivity and output and how it allows for faster expansion and execution With insights from leading experts such as Marshall Goldsmith and case studies from Cornerstone OnDemand Buffer and United States Marine Corps Remote Work is essential reading now that increased home and flexible working is here to stay Extreme Programming Installed Ron Jeffries, Ann Anderson, Chet Hendrickson, 2001 Extreme Programming Installed explains the core principles of Extreme Programming and details each step in the XP development cycle This book conveys the essence of the XP approach techniques for implementation obstacles likely to be encountered and experience based advice for successful execution

The book delves into Revising Business Prose. Revising Business Prose is an essential topic that must be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Revising Business Prose, encompassing both the fundamentals and more intricate discussions.

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 - Chapter 4: Revising Business Prose in Specific Contexts
 - ∘ Chapter 5: Conclusion
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- 3. In chapter 2, the author will delve into the foundational concepts of Revising Business Prose. This chapter will elucidate the essential principles that need to be understood to grasp Revising Business Prose in its entirety.
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- 5. In chapter 4, this book will scrutinize the relevance of Revising Business Prose in specific contexts. This chapter will explore how Revising Business Prose is applied in specialized fields, such as education, business, and technology.
- 6. In chapter 5, the author will draw a conclusion about Revising Business Prose. The final chapter will summarize the key points that have been discussed throughout the book.
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