

**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 Borders Edition

Edward P. Bailey Jr.



Plain English Approach To Business Writing Borders Edition:

Plain English Approach to Business Writing - Borders Edition Larry Bailey, 1997-09-26 *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 workplace. 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.

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. **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

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 Business Educator ,1910 **Resources in Education** ,1995

Canadian Books in Print ,2000 **Communicating in Business and the Professions** Constance Courtney Staley,Robert Stephens Staley,1992 Bibliography for Records Managers United States. National Archives and Records Service. Office of Records Management,1964

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