

FOURTH EDITION

Revising
BUSINESS
Prose

RICHARD LANHAM

Revising Business Prose

Clifford Lane



Revising Business Prose:

Revising Business Prose Richard A. Lanham, 1981 As its title implies this book deals with revising not with original composition In business writing where a first draft often emerges quickly under the pressures of facts figures and deadlines revision is typically the major part of a writing task and collaborative revision often produces the final document Revising Business Prose provides detailed revision guidance and a collaborative approach to writing easily applied to writing in business industry government and academics Based on the premise that bad writing in organizations imitates the bureaucratic style The Official Style as it s called here this book shows readers how to transform stilted dense prose into plain English For anyone interested in the revision process in every business writing context Revising Business Prose Richard A. Lanham, 1981-01-01 U As its title implies this book deals with revising not with original composition U In business writing where a first draft often emerges quickly under the pressures of facts figures and deadlines revision is typically the major part of a writing task and collaborative revision often produces the final document Revising Business Prose U provides detailed revision guidance and a collaborative approach to writing easily applied to writing in business industry government and academics Based on the premise that bad writing in organizations imitates the bureaucratic style The Official Style as it s called here this book shows readers how to transform stilted dense prose into plain English U For anyone interested in the revision process in every business writing context **Revising Business Prose** Richard A. Lanham, 2000 A guide for business writing **Revising Prose** Richard A. Lanham, 1987 Lanham s eight simple steps to clearer more understandable writing will win you praise from bosses colleagues and clients Voice Business Prose Professional Prose Electronic Prose General Interest improving your writing **The Revising Business Prose Self-Teaching Exercise Book** Richard A. Lanham, 1987 *The Longman Guide to Revising Prose* Richard A. Lanham, 2006 True to its title Revising Prose is about revising not about original composition It will not teach you how to pray for inspiration marshal your thoughts or find the willpower to glue backside to chair All writers face these dragons in their own idiosyncratic ways But revision belongs to the public domain Anyone can learn it Revising Prose teaches you how using a simple rule based eight step process called The Paramedic Method that concentrates on turning the bureaucratic official style so common today in business and government writing into plain English Its focus on the individual sentence enables you to identify the surplus verbiage what Lanham calls the Lard Factor in an effort like this The history of new regulatory provisions is that there is generally an immediate resistance to them And turn it into this People usually resist new regulations A Lard Factor of 69% Lanham s method aims to eliminate 50% from most writing to create a sentence half as long and twice as strong A saving of 50% in writing time in reading time in paper and screen space in human patience and understanding it all adds up to real money It also adds up to a more persuasive and amiable presentation of self as Revising Prose argues in its final chapter **Analyzing Prose** Richard Lanham, 2003-06-26 This second edition of the classic linguistics text provides a basic descriptive terminology for prose style

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 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

[The Business Case Checklist](#) , **The Elements of International English Style** Edmond H. 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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about Managing Your Career is a must have for your career library Remote Work Chris Dyer, Kim Shepherd, 2021-05-03 How can I develop a team if they are 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

Becoming an Academic Writer Patricia Goodson, 2016-03-15 Winner of the 2018 Textbook Academic Authors Association's Textbook Excellence Award With its friendly step by step format Becoming an Academic Writer helps writers improve their writing by engaging in deep and deliberate practice a type of practice adopted by expert performers in areas such as sports or music Featuring 50 exercises this practical self paced guide is flexibly organized so readers can either work their way through all of the exercises in order or focus on the specific areas where they need additional practice building their skills The Second Edition is enhanced by a new appendix on literature review new feature boxes and new chapter summaries

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In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Revising Business Prose**," a mesmerizing literary creation penned with a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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