

# PLAIN STYLE

Techniques for  
Simple, Concise,  
Emphatic  
Business Writing

RICHARD LAUCHMAN

# Plain Style Techniques For Simple Concise Emphatic Business Writing

**Thomas Griffiths**



## **Plain Style Techniques For Simple Concise Emphatic Business Writing:**

Plain Style Richard Lauchman,1993-10-22 Good writing is good business Simple straightforward writing saves time creates good relationships and prevents expensive misunderstandings But why is it so hard to achieve This incisive guide suggests ways to think about writing what it should look and sound like as well as what it should accomplish that can simplify how writers choose to express their ideas It examines the reasons why many businesspeople with good skills tend to write strange needlessly complicated sentences and shows them how to break the habit Plain Style offers 35 practical techniques that foster simplicity conciseness and emphasis

**Garner's Modern English Usage** Bryan Garner,2016-03-11 With more than a thousand new entries and more than 2 300 word frequency ratios the magisterial fourth edition of this book now renamed Garner s Modern English Usage GMEU reflects usage lexicography at its finest Garner explains the nuances of grammar and vocabulary with thoroughness finesse and wit He discourages whatever is slovenly pretentious or pedantic GMEU is the liveliest and most compulsively readable reference work for writers of our time It delights while providing instruction on skillful persuasive and vivid writing Garner liberates English from two extremes both from the hidebound purists who mistakenly believe that split infinitives and sentence ending prepositions are malfeasances and from the linguistic relativists who believe that whatever people say or write must necessarily be accepted The judgments here are backed up not just by a lifetime of study but also by an empirical grounding in the largest linguistic corpus ever available In this fourth edition Garner has made extensive use of corpus linguistics to include ratios of standard terms as compared against variants in modern print sources No other resource provides as comprehensive reliable and empirical a guide to current English usage For all concerned with writing and editing GMEU will prove invaluable as a desk reference Garner illustrates with actual examples cited with chapter and verse all the linguistic blunders that modern writers and speakers are prone to whether in word choice syntax phrasing punctuation or pronunciation No matter how knowledgeable you may already be you re sure to learn from every single page of this book

**Public Policy Writing That Matters** David Chrisinger,2022-02-01 A thoroughly updated and expanded guide to honing your public policy writing skills and making a significant impact on the world Winner of the George Orwell Award by the National Council of Teachers of English Professionals across a variety of disciplines need to write about public policy in a manner that inspires action and genuine change You may have amazing ideas about how to improve the world but if you aren t able to communicate these ideas well they simply won t become a reality In Public Policy Writing That Matters communications expert David Chrisinger who directs the Harris Writing Program at the University of Chicago and worked in the US Government Accountability Office for a decade argues that public policy writing is most persuasive when it tells clear concrete stories about people doing things Combining helpful hints and cautionary tales with writing exercises and excerpts from sample policy analysis Chrisinger teaches readers to craft concise story driven pieces that exceed the stylistic requirements and limitations of traditional policy

writing Aimed at helping students and professionals overcome their default impulses to merely explain this book reveals proven tips tested in the real world and in the classroom for writing sophisticated policy analysis that is also easy to understand For anyone interested in planning organizing developing writing and revising accessible public policy Chrisinger offers a step by step guide that covers everything from the most effective use of data visualization to the best ways to write a sentence from the ideal moment for adding a compelling anecdote to advice on using facts to strengthen an argument This second edition addresses the current political climate and touches on policy changes that have occurred since the book was originally published A vital tool for any policy writer or analyst Public Policy Writing That Matters is a book for everyone passionate about using writing to effect real and lasting change

**Garner's Modern American Usage** Bryan Garner,2009-08-27 Since first appearing in 1998 Garner s Modern American Usage has established itself as the preeminent guide to the effective use of the English language Brimming with witty erudite essays on troublesome words and phrases this book authoritatively shows how to avoid the countless pitfalls that await unwary writers and speakers whether the issues relate to grammar punctuation word choice or pronunciation Now in the third edition readers will find the Garner s Language Change Index which registers where each disputed usage in modern English falls on a five stage continuum from nonacceptability to the language community as a whole to acceptability giving the book a consistent standard throughout Garner s Modern American Usage 3e is the first usage guide ever to incorporate such a language change index and the judgments are based both on Garner s own original research in linguistic corpora and on his analysis of hundreds of earlier studies Another first in this edition is the panel of critical readers 120 plus commentators who have helped Garner reassess and update the text so that every page has been improved

NARA Style Guide United States. National Archives and Records Administration, *Fresh Perspectives: Professional Communication for Business* ,2007 Garner on Language and Writing Bryan A. Garner,2009 Since the 1987 appearance of A Dictionary of Modern Legal Usage Bryan A Garner has proved to be a versatile and prolific writer on legal linguistic subjects This collection of his essays shows both profound scholarship and sharp wit The essays cover subjects as wide ranging as learning to write style persuasion contractual and legislative drafting grammar lexicography writing in law school writing in law practice judicial writing and all the literature relating to these diverse subjects Resources in Education ,1995 *A Dictionary of Modern Legal Usage* Bryan A. Garner,2001 A comprehensive guide to legal style and usage with practical advice on how to write clear jargon free legal prose Includes style tips as well as definitions *Plain Style* Richard Lauchman,2008 Good writing is good business Simple straightforward writing saves time creates good relationships and prevents expensive misunderstandings But why is it so hard to achieve This incisive guide suggests ways to think about writing what it should look and sound like as well as what it should accomplish that can simplify how writers choose to express their ideas It examines the reasons why many businesspeople with good skills tend to write strange needlessly complicated sentences and shows them how to break the

habit Plain Style offers 35 practical techniques that foster simplicity conciseness and emphasis

**Legal Writing in Plain English** Bryan A. Garner, 2002-12-22 This easy to follow guide is useful both as a general course of instruction and as a targeted aid in solving particular legal writing problems Harvard Law Review 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 For more than twenty years 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 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 that will appeal to other professionals 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 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 In this new edition Garner preserves the successful structure of the original while adjusting the content to make it even more classroom friendly He includes case examples from the past decade and addresses the widespread use of legal documents in electronic formats His book remains the standard guide for producing the jargon free language that clients demand and courts reward Those who are willing to approach the book systematically and to complete the exercises will see dramatic improvements in their writing Law Library Journal

**Garner's Modern American Usage** Bryan A. Garner, 2003 Painstakingly researched with copious citations from books newspapers and news magazines this new edition has become the classic reference work praised by professional copy editors *Garner's Dictionary of Legal Usage* Bryan A. Garner, 2011 This new edition of Garner s *Dictionary of Legal Usage* discusses and analyzes modern legal vocabulary and style more thoroughly than any other contemporary reference work Since the first edition Bryan A Garner has drawn on his unrivaled experience as a legal editor to refine his position on legal usage The new Third Edition remains indispensable Garner has updated entries throughout added hundreds of new entries and thousands of new illustrative quotations from judicial opinions and leading lawbooks revised the selected bibliography and expanded and updated cross references to guide readers quickly and easily A new preface introduces the reader to this edition and discusses content that has been newly incorporated Influential writers and editors rely on Garner s *Dictionary of Legal Usage* daily It is an essential resource for practicing lawyers legal scholars and libraries of all sizes and types functioning as both a style guide and a law dictionary guiding writers to distinguish between true terms of law and mere jargon and illustrating recommended forms of expression Common blunders are discussed in ways that will discourage writers from any further use The origins of frequently used expressions are described with engaging prose Collectively there is no better resource for approaching legal writing in a logical clear and error free way *Legal Writing in Plain English, Third Edition* Bryan A.

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**The Business Style Handbook, Second Edition: An A-to-Z Guide for Effective Writing on the Job** Helen Cunningham, Brenda Greene, 2012-10-23 Revised and updated for today s increasingly connected business world The Business Style Handbook 2e provides readers with up to date and offering best practices for writing quickly and effectively

**Writing Articles about the World Around You** Marcia Yudkin, 1998 Discusses how people can use their surroundings to find subjects to write about in how to articles reviews and opinion pieces

**American Consulting Engineer** , 1996 **Library Journal** , 1993 **The Library Journal** , 1993-10 Includes beginning Sept 15 1954 and on the 15th of each month Sept May a special section School library journal ISSN 0000 0035 called Junior libraries 1954 May 1961 Also issued separately [Back in School](#) Charles J. Shields, 1994 Addresses the special concerns of adult students who often have to balance education with work child care and financial issues

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