

## Example style guide

by Jean Hollis Weber

This document accompanies "Developing a Department Style Guide," published at <http://www.techwhirl.com/>, and includes a sample outline of a style guide.

Some of the sections include some detailed sample text; others do not. Please note that the examples shown here are not necessarily the "correct" choices, or the "preferred" choices, or the "best" choices; they are simply examples of things to include. Your project may require additional items, especially if your writing will be used on a Web site.

### Style Guide for XYZ Corporation

Follow this style guide when writing or editing materials to be published by XYZ Corporation, to ensure that documents conform to corporate image and policy, including legal requirements, and to improve consistency within and among our publications. Use this style guide as part of the specifications for your writing projects, along with:

- XYZ Corporation Technical Writing Process Guide
- XYZ Corporation Document Design Guide

#### References

This style guide lists decisions we have made for this company. It supplements several standard style guides, dictionaries, and other reference material. If you can't find something in our style guide, look in these references or refer your question to the departmental editor.

##### Dictionaries

Merriam-Webster's Collegiate Dictionary, Tenth Edition. Springfield, MA: Merriam-Webster, Inc., 1994, is the preferred source.

##### Style Manuals

This guide takes precedence over all other sources.

The Chicago Manual of Style, 14th Edition. Chicago, IL: University of Chicago Press, 1993.

Read Me First! A Style Guide for the Computer Industry. Mountain View, CA: Sun Microsystems, Inc., 1996.

##### Grammar/Usage Guides

For questions about grammar, consult any of the following:

Webster's Dictionary of English Usage. Springfield, MA: Merriam-Webster, Inc., 1989.

Soulin, Marjorie E., and Robert M. Gay. Words into Type, 3rd Edition. Englewood Cliffs, NJ: Prentice-Hall, 1974.

Strunk, William, Jr., and E.B. White. The Elements of Style, 3rd Edition. New York: Macmillan, 1979.

##### Online References

[Fill in as appropriate]

#### Mechanics

##### Graphic Elements

Include drawings, figures, tables, and screen shots, whenever it seems useful or otherwise appropriate. Give each graphic element an informative caption.

Refer to each graphic element at an appropriate place in the running text.

For graphic elements used on Web pages, such as navigation aids, icons, photos, and other images, always include alternate text within the IMAGE tags. For example...

##### Hyphenation

##### Punctuation

Use standard American punctuation. [If some of your writers are more used to British punctuation, you may need to add an example or two here.]

#### Use of Language

##### General

Use short, simple, easy-to-understand words and sentences.

Avoid the passive voice, except where appropriate. [You may want to include an example of an appropriate use.]

In general, use the present tense and, where appropriate, the imperative mood ("Do this.")

Use strong subject-verb constructions. Avoid weak constructions such as "There are."

Be concise; avoid wordy phrases.

# Style Guide For Training Materials Writing

**Francesca Bargiela-  
Chiappini, Catherine Nickerson, B.  
Planken**

## **Style Guide For Training Materials Writing:**

*IPPC Procedure manual for implementation and capacity development* IPPC Secretariat,2023-04-03 The Procedure manual for implementation and capacity development is composed of six sections 1 Implementation and Facilitation Unit of the IPPC Secretariat 2 Implementation and Capacity Development Committee IC 3 IC Sub groups IC Teams and Working Group 4 Specific IC Sub groups 5 Specific IC Teams and 6 Additional useful procedures The purpose of this manual is to provide a convenient consolidation of decisions procedures practices and forms used in the implementation and capacity development work in the IPPC community This manual will be revised annually to include any new decisions and procedures and to amend existing decisions and procedures as necessary *Resources in Education* ,1985 *IPPC Procedure manual for implementation and capacity development* Food and Agriculture Organization of the United Nations,IPPC

Secretariat,2025-03-12 The Procedure manual for implementation and capacity development is composed of six sections 1 Implementation and Facilitation Unit of the IPPC Secretariat 2 Implementation and Capacity Development Committee IC 3 IC subgroups IC teams and working group 4 Specific IC subgroups 5 Specific IC teams and 6 Additional useful procedures The purpose of this manual is to provide a convenient consolidation of decisions procedures practices and forms used in the implementation and capacity development work in the IPPC community This manual will be revised annually to include any new decisions and procedures and to amend existing decisions and procedures as necessary

**Negotiating Cultural Encounters** Han Yu,Gerald Savage,2013-03-05 Discusses the challenges of intercultural communication in engineering technical and related professional fields Given today s globalized technical and engineering environment intercultural communication is an essential topic for engineers other technical professionals and technical communicators to learn Engineering programs in particular need to think about how to address the ABET requirement for students to develop global competence and communication skills This book will help readers learn what intercultural communication is like in the workplace which is an important first step in gaining intercultural competence Through narratives based on the real experiences of working professionals Negotiating Cultural Encounters Narrating Intercultural Engineering and Technical Communication covers a range of design development research and documentation projects offering an authentic picture of today s international workplace Narrative contributors present firsthand experience and perspectives on the complexities and challenges of working with multicultural team members international vendors and diverse customers additional suggested readings and discussion questions provide students with information on relevant cultural factors and invite them to think deeply and critically about the narratives This collection of narratives Responds to the need for updated firsthand information in intercultural communication and will help us prepare workplace professionals Covers various topics such as designing e commerce websites localizing technical documentation and translating workplace safety materials Provides hands on studies of intercultural professional communication in the workplace Is targeted toward institutions that train

engineers for technical communication tasks in diverse sociocultural environments Presents contributions from a diverse group of professionals Recommends additional material for further pursuit A book unlike any other in its field Negotiating Cultural Encounters is ideal for all engineering and technical communication professionals seeking to better communicate their ideas and thoughts in the multicultural workplaces of the world Plain Language in Plain English Cheryl Stephens,2010 This book shows you how to write for customers and clients in language that s easy to understand It is a thorough companion to the writing process with comprehensive guidance and advice on understanding your readers planning and creating your text and presenting your words in a good design The contributor list reads like a who s who of plain language experts Plain Language in Plain English is a valuable resource for governments businesses service providers and professionals in any field to improve their communication From organizational guidelines literacy awareness and reader expectations to effective speaking strategies for presentations Plain Language in Plain English is a comprehensive tool to have in your communication toolbox **What Can You Do with Your Bible Training?** Brandon C. Benziger,Adam W. Day,2023-06-23 Employment in the field of biblical studies has changed significantly in recent years and the coronavirus pandemic has only exacerbated the resulting challenges The purpose of this anthology is to inform and inspire evangelical students and graduates of biblical studies programs about the wide variety of training related vocational paths they can pursue both conventional and unconventional The book does this by listing and categorizing twenty five relevant pathways sharing the stories and insights of insiders within each pathway and calling for further creativity in putting one s biblical training to work Each contributor shares 1 how they settled into their represented occupation 2 the ways in which they have used their biblical training in that occupation 3 the joys and trials of their work and 4 advice for those who would like to follow in their footsteps The volume stands in the tradition of several nuts and bolts like resources within the guild e g Nijay Gupta s Prepare Succeed Advance and Ben Witherington s Is There a Doctor in the House and it seeks to develop that tradition considerably Business Discourse Francesca Bargiela-Chiappini,Catherine Nickerson,B. Planken,2013-07-25 This second edition reviews the field of business discourse centring on the investigation of business language and communication as practice It combines research based discussions with innovative practical applications and promotes debate and enquiry on a range of competing issues emerging from business discourse research and teaching practice Digital Transformation Champions Missy Parks,2025-10-21 Lead plan and execute a winning digital transformation training program Digital transformations are an integral and inescapable reality of today s business world However they rarely proceed without disruption and when people don t know how to use new technology to do their jobs expected wins remain inaccessible That doesn t have to be the case Digital Transformation Champions provides a framework for directing a training program that helps organizations across industries successfully upskill their teams Drawing on literature research and author Missy Parks s twenty five plus years of experience leading digital transformation efforts this guide delivers a structured approach to both

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Training Manuals Lynn Arthur Emerson,1952 With her one hundred dollars worth of bubble gum Gia and her friends blow a gigantic bubble that leads to even bigger adventures Training Development Guide Ronald I. Ribler,1983 Abstract A comprehensive training guide for personnel managers trainers supervisors and students provides a stepwise approach to training design and development to aid in the development of training courses Various examples are presented together with definitions explanations and illustrations in an informal conversational style The 23 text chapters are grouped among 3 principal themes The first covers basic information on how people learn The second covers 10 different training development tasks ranging from identifying training course objectives testing instructional strategy and preparation of materials to evaluation of the training package and analysis of the results The third extends the concepts of training to a variety of areas and training related topics including self instruction computer applications cost estimations training trainers evaluation and writing styles A variety of forms checklists illustrations and exercises are included Australian National Bibliography: 1992

National Library of Australia,1988 Pitman's manual of business training Isaac Pitman & Sons,sir Isaac Pitman (and sons; ltd.),1903 Vocational Assessment Training Manual Stephen W. Thomas,Nan Coleman,1988 **The McGraw-Hill**

**Internet Training Manual** Ronald L. Wagner,Eric Engelmann,1996 Designed for the world of business here is a complete single volume Internet training manual Using a workbook style approach the guide details netiquette and other key areas of importance for professionals doing business online Topics include creating a Web site writing for the Internet linking to other pages and more **Proceedings** Society for Technical Communication Staff,1991 Who's who in Journalism ,1925

Inside Ami Pro 2.0 Maria A. Hoath,1992 Includes proven solutions to everyday problems from AMI Technical Support Provides all the practical hands on information users will ever need to know to produce high quality printed materials with AMI Pro Translates the software documentation into clear jargon free English **Films and Other Materials for**

**Projection** Library of Congress,1978 **Smith's Guide to the Literature of the Life Sciences** Roger C. Smith,W. Malcolm Reid,Arlene E. Luchsinger,1970 Current guide 1 to the library use of the literature of the biological sciences and related areas and 2 to the proper reporting of research to the scientific community Classified arrangement under such topics as bibliographic form ready reference works literature of taxonomy and searching the literature References are included with chapters General index 1st ed 1942 8th ed 1972 Conference Record ,1999

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In some sort of inundated with screens and the cacophony of fast connection, the profound power and emotional resonance of verbal art usually diminish in to obscurity, eclipsed by the regular onslaught of sound and distractions. However, set within the lyrical pages of **Style Guide For Training Materials Writing**, a interesting perform of literary brilliance that pulses with organic emotions, lies an memorable journey waiting to be embarked upon. Published by way of a virtuoso wordsmith, this interesting opus instructions visitors on a mental odyssey, lightly revealing the latent possible and profound impact stuck within the complicated internet of language. Within the heart-wrenching expanse with this evocative analysis, we will embark upon an introspective exploration of the book is central subjects, dissect its interesting publishing fashion, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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### **Table of Contents Style Guide For Training Materials Writing**

1. Understanding the eBook Style Guide For Training Materials Writing
  - The Rise of Digital Reading Style Guide For Training Materials Writing
  - Advantages of eBooks Over Traditional Books
2. Identifying Style Guide For Training Materials Writing
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Style Guide For Training Materials Writing
  - User-Friendly Interface
4. Exploring eBook Recommendations from Style Guide For Training Materials Writing
  - Personalized Recommendations

- Style Guide For Training Materials Writing User Reviews and Ratings
- Style Guide For Training Materials Writing and Bestseller Lists

5. Accessing Style Guide For Training Materials Writing Free and Paid eBooks

- Style Guide For Training Materials Writing Public Domain eBooks
- Style Guide For Training Materials Writing eBook Subscription Services
- Style Guide For Training Materials Writing Budget-Friendly Options

6. Navigating Style Guide For Training Materials Writing eBook Formats

- ePUB, PDF, MOBI, and More
- Style Guide For Training Materials Writing Compatibility with Devices
- Style Guide For Training Materials Writing Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Style Guide For Training Materials Writing
- Highlighting and Note-Taking Style Guide For Training Materials Writing
- Interactive Elements Style Guide For Training Materials Writing

8. Staying Engaged with Style Guide For Training Materials Writing

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Style Guide For Training Materials Writing

9. Balancing eBooks and Physical Books Style Guide For Training Materials Writing

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Style Guide For Training Materials Writing

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Style Guide For Training Materials Writing

- Setting Reading Goals Style Guide For Training Materials Writing
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Style Guide For Training Materials Writing

- Fact-Checking eBook Content of Style Guide For Training Materials Writing

- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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