



THE PLAIN
ENGLISH
APPROACH TO
**BUSINESS
WRITING**

EDWARD P. BAILEY, Jr.

REVISED EDITION

The Plain English Approach To Business Writing



Phil Dye

The Plain English Approach To Business Writing:

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 work place 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

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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

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Troyka,Hesse,2004-07 **Management Communication** James S. O'Rourke,2010 Strategic communication methods that support the development of ethical and effective managers at all levels of business For professors who know students need effective communication skills to be successful in the business world this text provides a strategic yet practical view of managerial communication In this fourth edition three dozen case studies are provided to help students see how their new skills would work in a real setting A new chapter has also been added on Persuasion examining the science behind influencing decision making in others Management Communication in Transition Communication and Strategy Communication Ethics Speaking Writing Persuasion Technology Listening and Feedback Nonverbal Communication Intercultural and International Communication Conflict Management Business Meetings Meeting the Media Effective communication can make or break an individual career or an entire business By developing powerful techniques to get their message across students can learn to turn ideas into action and success Government Executive ,1990-07 Books in Print ,1991 **Writing for Interior Design** Patricia Eakins,2005-01-14 Includes bibliographical references and index

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