



**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

Bryan A. Garner



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The Plain English Approach to Business Writing Edward P. Bailey, 1997-08-07 This book is intended for general readers with an interest in writing for business purposes

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Business Communication Peter Hartley, Clive Bruckmann, 2008-01-28 This is a wide ranging up to date introduction to modern business communication which integrates communication theory and practice and challenges many orthodox views of the communication process As well as developing their own practical skills readers will be able to understand and apply principles of modern business communication Among the subjects covered are interpersonal communication including the use and analysis of nonverbal communication group communication including practical techniques to support discussion and meetings written presentation including the full range of paper and electronic documents oral presentation including the use of electronic media corporate communication including strategies and media The book also offers guidelines on how communication must respond to important organizational issues including the impact of information technology changes in organizational structures and cultures and the diverse multicultural composition of modern organizations This is an ideal text for undergraduates and postgraduates studying business communication and through its direct style and practical relevance it will also satisfy professional readers wishing to develop their understanding and skills

Legal Writing in Plain English Bryan A. Garner, 2001-06-05 Admirably clear concise down to earth and powerful unfortunately these adjectives rarely describe legal writing whether in the form of briefs opinions contracts or statutes In Legal Writing in Plain English Bryan A Garner provides lawyers judges paralegals law students and legal scholars sound advice and practical tools for improving their written work The book encourages legal writers to challenge conventions and offers valuable insights into the writing process how to organize ideas create and refine prose and improve editing skills In essence it teaches straight thinking a skill inseparable from good writing Replete with common sense and wit the book draws on real life writing samples that Garner has gathered through more than a decade of teaching in the field Trenchant advice covers all types of legal materials from analytical and persuasive writing to legal drafting Meanwhile Garner explores important aspects of document design Basic intermediate and advanced exercises in each section reinforce the book's principles An answer key to basic exercises is included in the book answers to intermediate and advanced exercises are provided in a separate Instructor's Manual free of charge to instructors Appendixes include a comprehensive punctuation guide with advice and examples and four model documents Today more than ever before legal professionals cannot afford to ignore the trend toward clear language shorn of jargon Clients demand it and courts reward it Despite the age old tradition of poor writing in law Legal Writing in Plain English shows how legal writers can unshackle themselves Legal Writing in Plain

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the Handbook cover Approaches to Professional Communication Practice Acquisition of Professional Competence Views from the Professions This invaluable reference book incorporates not only an historical view of the field but also looks to possible future developments Contributions from international scholars and practitioners focusing on specific issues explore the major approaches to professional communication and bring into focus recent research This is the first handbook of language and professional communication to account for both pedagogic and practitioner perspectives and as such is an essential reference for postgraduate students and those researching and working in the areas of applied linguistics and professional communication

Modern Legal Drafting Peter Butt, Richard Castle, 2001-06-04 This clearly structured and well referenced book shows how and why traditional legal language has developed some of the peculiar characteristics that sometimes make legal documents inaccessible to the end users It examines recent reforms in the UK Australia New Zealand and North America and provides a critical examination of case law and the rules of interpretation Practical elements are also covered Detailed case studies illustrate how obtuse words and phrases can be reworked or removed Particularly useful is the step by step guide to drafting in the modern style using examples drawn from four types of legal documents leases company constitutions wills and conveyances Readers of this book will receive clear instructions on how to make their writing clearer and their legal documents more useful to clients and colleagues This book will benefit all law students and professionals

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