1. Record Nr. UNINA9910461545503321 Autore Bailey Edward P Titolo The plain English approach to business writing [[electronic resource] /] / Edward P. Bailey, Jr New York,: Oxford University Press, 1990 Pubbl/distr/stampa **ISBN** 1-283-42766-4 9786613427663 0-19-987448-4 [Rev. ed.] Edizione Descrizione fisica 1 online resource (143 p.) Disciplina 808/.06665 Soggetti **Business** writing Electronic books. Lingua di pubblicazione Inglese **Formato** Materiale a stampa Livello bibliografico Monografia Note generali Includes index. Nota di contenuto Cover: Contents: THE NEW WAY TO WRITE: MORE ABOUT STYLE: MORE ABOUT ORGANIZATION: MORE ABOUT LAYOUT: FINAL WORDS: Appendix: Simpler words and phrases; Index Sommario/riassunto 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