



## The Plain English Approach to Business Writing (Paperback)

By Edward P. Bailey

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 Book Condition: New. Revised edition. 213 x 140 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.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...



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