

The Plain English Approach to Business Writing

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✓ Verified Book of The Plain English Approach to Business Writing

## Summary:

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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 workplace. Pithy and entertaining, Bailey clearly lays out the dos and don'ts of plain English, illustrating them with examples drawn from such sources as business documents, technical manuals, trade publications, and the works of such writers as Russell Baker and John D. MacDonald. From the basics to the fine tuning, he offers practical advice on clarity, precision, organization, layout, and a host of other topics. This is a book that can be read in an hour - and used for the rest of your life.

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