

# Revising Business Prose Lanham

RIGHT HERE, WE HAVE COUNTLESS EBOOK **REVISING BUSINESS PROSE LANHAM** AND COLLECTIONS TO CHECK OUT. WE ADDITIONALLY MANAGE TO PAY FOR VARIANT TYPES AND ALSO TYPE OF THE BOOKS TO BROWSE. THE USUAL BOOK, FICTION, HISTORY, NOVEL, SCIENTIFIC RESEARCH, AS SKILLFULLY AS VARIOUS SUPPLEMENTARY SORTS OF BOOKS ARE READILY COMPREHENSIBLE HERE.

AS THIS REVISING BUSINESS PROSE LANHAM, IT ENDS HAPPENING INBORN ONE OF THE FAVORED BOOKS REVISING BUSINESS PROSE LANHAM COLLECTIONS THAT WE HAVE. THIS IS WHY YOU REMAIN IN THE BEST WEBSITE TO SEE THE INCREDIBLE BOOKS TO HAVE.

*THE CODING MANUAL FOR QUALITATIVE RESEARCHERS* JOHNNY SALDANA 2012-10-04  
THE SECOND EDITION OF JOHNNY SALDANA'S INTERNATIONAL BESTSELLER PROVIDES AN IN-DEPTH GUIDE TO THE MULTIPLE APPROACHES AVAILABLE FOR CODING QUALITATIVE DATA. FULLY UP TO DATE, IT INCLUDES NEW CHAPTERS, MORE CODING TECHNIQUES AND AN ADDITIONAL GLOSSARY. CLEAR, PRACTICAL AND AUTHORITATIVE, THE BOOK: -DESCRIBES HOW CODING INITIATES QUALITATIVE DATA ANALYSIS -DEMONSTRATES THE WRITING OF ANALYTIC MEMOS -DISCUSSES AVAILABLE ANALYTIC SOFTWARE -SUGGESTS HOW BEST TO USE THE CODING MANUAL FOR QUALITATIVE RESEARCHERS FOR PARTICULAR STUDIES. IN TOTAL, 32 CODING METHODS ARE PROFILED THAT CAN BE APPLIED TO A RANGE OF RESEARCH GENRES FROM GROUNDED THEORY TO PHENOMENOLOGY TO NARRATIVE INQUIRY. FOR EACH APPROACH, SALDANA DISCUSSES THE METHOD'S ORIGINS, A DESCRIPTION OF THE METHOD, PRACTICAL APPLICATIONS, AND A CLEARLY ILLUSTRATED EXAMPLE WITH ANALYTIC FOLLOW-UP. A UNIQUE AND INVALUABLE REFERENCE FOR STUDENTS, TEACHERS, AND PRACTITIONERS OF QUALITATIVE INQUIRY, THIS BOOK IS ESSENTIAL READING ACROSS THE SOCIAL SCIENCES.

*NARRATIVE AND DISCURSIVE APPROACHES IN ENTREPRENEURSHIP* CHRIS STEYAERT 2005-01-01 . . . THE FOUR BOOKS COMPRISING THE SERIES WOULD CERTAINLY BE A VALUABLE ADDITION TO ANY ENTREPRENEURSHIP LIBRARY. HOWEVER, EACH BOOK ALSO STANDS ALONE AS AN INDIVIDUAL PURCHASE. LORRAINE WARREN, INTERNATIONAL JOURNAL OF ENTREPRENEURIAL BEHAVIOUR AND RESEARCH THE BOOK DELIVERS WHAT IT PROMISES: A MAP OF THE USES OF NARRATIVE METHODS IN ENTREPRENEURSHIP STUDIES. IT IS BOTH AN INTERESTING CONTRIBUTION TO THE FIELD AND AN IMPORTANT METHODOLOGICAL HANDBOOK FOR ALL ENTREPRENEURSHIP RESEARCHERS WHO ARE THINKING OF ADOPTING QUALITATIVE METHODS IN THEIR INQUIRIES. HOWEVER, IT MAY ALSO BE READ WITH ADVANTAGE BY OTHER RESEARCHERS USING ETHNOGRAPHY AS THEIR MAIN METHODOLOGICAL APPROACH TO SOCIAL STUDIES. . . THE AIM OF THE BOOK IS TO SHOW HOW NARRATIVES CAN ENRICH

ENTREPRENEURSHIP STUDIES, A GOAL THAT IN MY OPINION IS APTLY FULFILLED. MONIKA KOSTERA, SCANDINAVIAN JOURNAL OF MANAGEMENT . . . THE CONTRIBUTORS IN THIS TEXT BREATHE FRESH AND IMAGINATIVE LINGUISTIC RESOURCES AND NARRATIVE/DISCURSIVE FRAMES OF REFERENCE INTO THE INQUIRY OF ENTREPRENEURIAL ACTIVITIES. THE ANECDOTE, THE NARRATIVE, THE METAPHORICAL, THE DISCURSIVE AND THE DRAMATURGICAL ARE SIGNIFICANT THEREFORE, NOT ONLY BECAUSE THEY BRING TO THE SURFACE VOICES, EMOTIONS, PROCESSES AND THE RELATIONALITY OF (EVERYDAY) ENTREPRENEURIAL ACTIVITY THAT HAVE POSSIBLY BEEN PREVIOUSLY SILENCED. BUT ALSO, TO PARAPHRASE STEYAERT, THESE APPROACHES HIGHLIGHT THE CONTROVERSIAL AND INTERACTIVE ASPECTS OF THE RESEARCH PROCESS. . . THE TEXT IS WELCOME BECAUSE IT TREATS NARRATIVE IN A SERIOUS AND SCHOLARLY WAY. DENISE FLETCHER, INTERNATIONAL SMALL BUSINESS JOURNAL IN THEIR EDITED BOOK NARRATIVE AND DISCURSIVE APPROACHES IN ENTREPRENEURSHIP, DANIEL HJORTH AND CHRIS STEYAERT PROVIDE A FASCINATING GLIMPSE INTO A PERSPECTIVE ON ENTREPRENEURSHIP THAT WILL BE ENLIGHTENING FOR MANY READERS. ENTREPRENEURSHIP AUTHORS TYPICALLY TALK ABOUT THEORY, METHODS, AND DATA AS IF A STRAIGHT-FORWARD LINEAR PROCESS UNITED THEM ALL, AND MAKING SENSE OF ENTREPRENEURSHIP WAS SIMPLY A MATTER OF KNOWING HOW TO INTERPRET ONE'S FINDINGS. BY CONTRAST, THE AUTHORS IN THIS VOLUME PROPOSE NARRATIVE AND DISCURSIVE APPROACHES IN WHICH THE CONTRIBUTING AUTHORS EMPHASIZE RICH DESCRIPTION, REFLEXIVE CONCEPTUALIZATION, AND INTERPRETATIONS OFFERED AS PART OF THE STORY ITSELF. THEY DRAW UPON AN INTERNATIONAL SET OF CASES, INCLUDING RUSSIA, SWEDEN, DENMARK, NORWAY, VENEZUELA, AND NORTH AMERICA. THE CASES THEMSELVES MAKE FOR FASCINATING READING, QUITE APART FROM WHAT WE LEARN ABOUT THE DIFFICULTIES OF IMPOSING A PARTICULAR INTERPRETATION ON A GIVEN STORY. FOR EXAMPLE, TAXI DRIVERS IN CARACAS, MANAGEMENT CONSULTANTS IN DENMARK, AND WOMEN ENTREPRENEURS IN NORTHERN NORWAY ALL MAKE FOR FASCINATING NARRATIVES FROM WHICH TO UNDERSTAND THE ENTREPRENEURIAL PROCESS. UNLIKE MANY EDITED BOOKS WHICH HAVE NO PLOT, THE EDITORS HAVE INCLUDED OPENING AND CLOSING SECTIONS THAT

LINK THE CHAPTERS, OFFER ALTERNATIVE READINGS OF THEM, AND PROPOSE NEW AND EXPANSIVE WAYS OF THINKING ABOUT ENTREPRENEURSHIP. HOWARD ALDRICH, UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL, US DANIEL HJORTH AND CHRIS STEYAERT SET OUT TO ADVANCE THE STUDY OF ENTREPRENEURSHIP BY REFOCUSING THE LENS OF DISCOVERY FROM ECONOMICS, MANAGEMENT AND MARKETING TO OTHER PARADIGMATIC STANCES IN SOCIAL SCIENCES AND HUMANITIES LIKE ANTHROPOLOGY AND LITERARY STUDIES. THE RESULT IS A PROVOCATIVE COLLECTION OF CHAPTERS THAT INSPIRE THE READER TO CONSIDER AND EXPLORE NEW IDEAS AND RESEARCH PRACTICE THAT INCORPORATE BOTH THE CONTEXT AND PLACE OF ENTREPRENEURSHIP. FROM THE PERCEPTIVE INSIGHTS OF THE EDITORS TO THE RIGOROUS AND PROVOCATIVE DISCOURSE OF THE CHAPTERS AND THOUGHTFUL RESPONSES IN THE CONCLUSION EMERGES A STORY, IN THE BEST OF STORYTELLING TRADITION, ABOUT HOW A LINGUISTIC TURN CAN ROUSE NEW INSIGHTS. THE EDITORS ASK, HOW DO THESE TEXTS MOVE YOU? THEY ENTICE, PROVOKE, CHALLENGE, STIMULATE AND GUIDE. THEIR IMPLICATIONS SHOULD BE FAR REACHING AND REQUIRED READING FOR ANY STUDENT OF T

**MATHEMATICAL WRITING** DONALD E. KNUTH 1989 THIS BOOK WILL HELP THOSE WISHING TO TEACH A COURSE IN TECHNICAL WRITING, OR WHO WISH TO WRITE THEMSELVES.

**60 DAYS AND YOU'RE OUT** RICHARD A. LANHAM 2005

**RELIGIOUS EDUCATION AND THE CHALLENGE OF PLURALISM** ADAM B. SELIGMAN 2014 "THIS BOOK OFFERS A COMPARATIVE ANALYSIS OF RELIGIOUS EDUCATION AND STATE POLICIES TOWARDS RELIGIOUS EDUCATION IN SEVEN DIFFERENT COUNTRIES AND IN THE EUROPEAN UNION AS A WHOLE. MOST OF THE CASES STUDIED HAVE NOT BEEN PRESENTED PREVIOUSLY IN THE ENGLISH SPEAKING WORLD. THE COMPARATIVE CONTEXTUALIZATION OF THE DIFFERENT COUNTRIES STUDIED HERE, MUSLIM MAJORITY, ORTHODOX CHRISTIAN, JEWISH AND SECULAR (OR LAIC) IS ALSO NEW. THE CHALLENGE ADDRESSED BY THE BOOK'S DIFFERENT STUDIES, IS QUITE SIMPLY IF RELIGIOUS EDUCATION CAN ITSELF BE A VEHICLE FOR CIVIC ENCULTURATION AND THE CREATION OF TIES OF BELONGING AND MEANINGFUL SOLIDARITY ACROSS DIFFERENT ETHNIC AND RELIGIOUS COMMUNITIES IN THE CONTEMPORARY WORLD. IN MANY OF THE COUNTRIES STUDIED, THE STATE AND THE PROGRAM OF STATE-MAKING WAS ASSOCIATED WITH ONE RELIGIO-ETHNIC COMMUNITY AND THEN THE QUESTION REMAINS IF RELIGIOUS EDUCATION THAT PRIVILEGES THAT RELIGIOUS COMMUNITY CAN PROVIDE SUCH SHARED TERMS OF MEANING FOR MEMBERS OF DIFFERENT COMMUNITIES. THIS IS THE CHALLENGE FACED BY SUCH COUNTRIES AT BULGARIA, ISRAEL, MALAYSIA AND IN A SLIGHTLY DIFFERENT WAY (FACING NOT RELIGIOUS DIVERSITY BUT ETHNIC DIFFERENCE), TURKEY. THE CASE OF CYPRUS, BY CONTRAST, IS ONE OF A COUNTRY ACTUALLY SPLIT ALONG LINES OF ETHNO-RELIGIOUS DIFFERENCE. ADDITIONAL STUDIES OF THE CONNECTION BETWEEN RELIGIOUS EDUCATION AND THE TERMS OF CITIZENSHIP IN THE EU, FRANCE AND THE USA PROVIDE IMPORTANT CONTRASTS TO THE CHALLENGES FACING US AS WE SEEK TO EDUCATE OUR CITIZENRY IN AN AGE OF RELIGIOUS RESURGENCE AND GLOBAL POLITICS"--

**WRITING YOUR JOURNAL ARTICLE IN TWELVE WEEKS** WENDY LAURA BELCHER 2009-01-21 'A COMPREHENSIVE, WELL-WRITTEN AND BEAUTIFULLY ORGANIZED BOOK ON

PUBLISHING ARTICLES IN THE HUMANITIES AND SOCIAL SCIENCES THAT WILL HELP ITS READERS WRITE FORWARD WITH A FIRST-RATE GUIDE AS GOOD COMPANY.' - JOAN BOLKER, AUTHOR OF WRITING YOUR DISSERTATION IN FIFTEEN MINUTES A DAY 'HUMOROUS, DIRECT, AUTHENTIC ... A SEAMLESS WEAVE OF EXPERIENCE, ANECDOTE, AND RESEARCH.' - KATHLEEN MCHUGH, PROFESSOR AND DIRECTOR OF THE UCLA CENTER FOR THE STUDY OF WOMEN WENDY LAURA BELCHER'S WRITING YOUR JOURNAL ARTICLE IN TWELVE WEEKS: A GUIDE TO ACADEMIC PUBLISHING SUCCESS IS A REVOLUTIONARY APPROACH TO ENABLING ACADEMIC AUTHORS TO OVERCOME THEIR ANXIETIES AND PRODUCE THE PUBLICATIONS THAT ARE ESSENTIAL TO SUCCEEDING IN THEIR FIELDS. EACH WEEK, READERS LEARN A PARTICULAR FEATURE OF STRONG ARTICLES AND WORK ON REVISING THEIRS ACCORDINGLY. AT THE END OF TWELVE WEEKS, THEY SEND THEIR ARTICLE TO A JOURNAL. THIS INVALUABLE RESOURCE IS THE ONLY GUIDE THAT FOCUSES SPECIFICALLY ON PUBLISHING HUMANITIES AND SOCIAL SCIENCE JOURNAL ARTICLES.

**THE LONGMAN GUIDE TO REVISING PROSE** RICHARD A. LANHAM 2006 "TRUE TO ITS TITLE, REVISING PROSE IS ABOUT REVISING, NOT ABOUT ORIGINAL COMPOSITION. IT WILL NOT TEACH YOU HOW TO PRAY FOR INSPIRATION, MARSHALL YOUR THOUGHTS, OR FIND THE WILLPOWER TO GLUE BACKSIDE TO CHAIR. ALL WRITERS FACE THESE DRAGONS IN THEIR OWN IDIOSYNCRATIC WAYS. BUT REVISION BELONGS TO THE PUBLIC DOMAIN. ANYONE CAN LEARN IT. REVISING PROSE TEACHES YOU HOW, USING A SIMPLE, RULE-BASED, EIGHT-STEP PROCESS CALLED "THE PARAMEDIC METHOD" THAT CONCENTRATES ON TURNING THE BUREAUCRATIC OFFICIAL STYLE SO COMMON TODAY IN BUSINESS AND GOVERNMENT WRITING INTO PLAIN ENGLISH. ITS FOCUS ON THE INDIVIDUAL SENTENCE ENABLES YOU TO IDENTIFY THE SURPLUS VERBIAGE (WHAT LANHAM CALLS THE LARD FACTOR) IN AN EFFORT LIKE THIS: THE HISTORY OF NEW REGULATORY PROVISIONS IS THAT THERE IS GENERALLY AN IMMEDIATE RESISTANCE TO THEM. AND TURN IT INTO THIS: PEOPLE USUALLY RESIST NEW REGULATIONS. A LARD FACTOR OF 69%. LANHAM'S METHOD AIMS TO ELIMINATE 50% FROM MOST WRITING, TO CREATE A SENTENCE HALF AS LONG AND TWICE AS STRONG. A SAVING OF 50% IN WRITING TIME, IN READING TIME, IN PAPER AND SCREEN SPACE, IN HUMAN PATIENCE AND UNDERSTANDING- IT ALL ADDS UP TO REAL MONEY. IT ALSO ADDS UP TO A MORE PERSUASIVE AND AMIABLE PRESENTATION OF SELF, AS REVISING PROSE ARGUES IN ITS FINAL CHAPTER. "

**SACRED RHETORIC** DEBORA K. SHUGER 2014-07-14 "THERE ARE NO STUDIES OF A SACRED GRAND STYLE IN THE ENGLISH RENAISSANCE," WRITES DEBORA SHUGER, "BECAUSE EVEN ACCORDING TO ITS PRACTITIONERS IT WAS NOT SUPPOSED TO EXIST." YET THE GRAND STYLE FORMS THE UNACKNOWLEDGED CENTER OF TRADITIONAL RHETORICAL THEORY. IN THIS FIRST HISTORY OF THE GRAND STYLE, PROFESSOR SHUGER EXPLORES THE GROWTH OF A CHRISTIAN AESTHETIC OUT OF THE CLASSICAL GRAND STYLE, SHOWING ITS DEVELOPMENT FROM ISOCRATES TO THE SACRED RHETORICS OF THE RENAISSANCE. THESE RHETORICS ADVOCATE A CHRISTIAN GRAND STYLE NEITHER PEDANTICALLY MIMETIC NOR PLAYFULLY SOPHISTIC, WHOSE MODELS INCLUDE TACITUS AND THE BIBLE, AS WELL AS CICERO, AND WHOSE THEORETICAL SOURCES EMBRACE NOT ONLY CICERO AND QUINTILIAN, BUT

HERMOGENES AND LONGINUS. THIS STYLE DOMINATES THE BEST AND MOST SCHOLARLY RHETORICS OF THE PERIOD--TEXTS WRITTEN IN LATIN AND, WHILE IGNORED BY MOST RECENT SCHOLARS, EXTENSIVELY USED IN ENGLAND THROUGHOUT THE SIXTEENTH AND SEVENTEENTH CENTURIES. THESE WORKS ARE THE FIRST ATTEMPTS SINCE AUGUSTINE'S PIONEERING REVISION OF CICERONIAN RHETORIC TO REGROUND ANCIENT RHETORICAL THEORY ON CHRISTIAN EPISTEMOLOGY AND THEOLOGY. ACCORDING TO PROFESSOR SHUGER, THE CHRISTIAN GRAND STYLE IS PASSIONATE, VIVID, DRAMATIC, METAPHORIC--YET THIS EMOTIONAL ENERGY AND SENSUOUSNESS IS SHAPED AND LEGITIMATED BY RENAISSANCE RELIGIOUS CULTURE. THIS SACRED RHETORIC CANNOT BE CONSIDERED APART FROM CONTEMPORARY THEORIES OF COGNITION, EMOTION, SELFHOOD, AND SIGNIFICATION. IT MEDIATES BETWEEN WORD AND WORLD. MOREOVER, THESE TEXTS SUGGEST THE ALMOST FORGOTTEN CENTRALITY OF NEO-LATIN SCHOLARSHIP DURING THESE YEARS AND PROVIDE A CRUCIAL THEORETICAL CONTEXT FOR ENGLAND'S GREAT FLOWERING OF DEVOTIONAL PROSE AND POETRY. ORIGINALLY PUBLISHED IN 1988. THE PRINCETON LEGACY LIBRARY USES THE LATEST PRINT-ON-DEMAND TECHNOLOGY TO AGAIN MAKE AVAILABLE PREVIOUSLY OUT-OF-PRINT BOOKS FROM THE DISTINGUISHED BACKLIST OF PRINCETON UNIVERSITY PRESS. THESE EDITIONS PRESERVE THE ORIGINAL TEXTS OF THESE IMPORTANT BOOKS WHILE PRESENTING THEM IN DURABLE PAPERBACK AND HARDCOVER EDITIONS. THE GOAL OF THE PRINCETON LEGACY LIBRARY IS TO VASTLY INCREASE ACCESS TO THE RICH SCHOLARLY HERITAGE FOUND IN THE THOUSANDS OF BOOKS PUBLISHED BY PRINCETON UNIVERSITY PRESS SINCE ITS FOUNDING IN 1905.

*A HANDLIST OF RHETORICAL TERMS* RICHARD A. LANHAM 2012-11-15 WITH A UNIQUE COMBINATION OF ALPHABETICAL AND DESCRIPTIVE LISTS, A HANDLIST OF RHETORICAL TERMS PROVIDES IN ONE CONVENIENT, ACCESSIBLE VOLUME ALL THE RHETORICAL TERMS—MOSTLY GREEK AND LATIN—THAT STUDENTS OF WESTERN LITERATURE AND RHETORIC ARE LIKELY TO COME ACROSS IN THEIR READING OR WILL FIND USEFUL IN THEIR WRITING. THE SECOND EDITION OF THIS WIDELY USED WORK OFFERS NEW FEATURES THAT WILL MAKE IT EVEN MORE USEFUL: \* A COMPLETELY REVISED ALPHABETICAL LISTING THAT DEFINES NEARLY 1,000 TERMS USED BY SCHOLARS OF FORMAL RHETORIC FROM CLASSICAL GREECE TO THE PRESENT DAY \* A REVISED SYSTEM OF CROSS-REFERENCES BETWEEN TERMS \* MANY NEW EXAMPLES AND NEW, EXTENDED ENTRIES FOR CENTRAL TERMS \* A REVISED TERMS-BY-TYPE LISTING TO IDENTIFY UNKNOWN TERMS \* A NEW TYPOGRAPHICAL DESIGN FOR EASIER ACCESS

**SECURING DEVELOPMENT** BERNARD HARBORNE 2017-03-01 SECURING DEVELOPMENT: PUBLIC FINANCE AND THE SECURITY SECTOR HIGHLIGHTS THE ROLE OF PUBLIC FINANCE IN THE DELIVERY OF SECURITY AND CRIMINAL JUSTICE SERVICES. THIS BOOK OFFERS A FRAMEWORK FOR ANALYZING PUBLIC FINANCIAL MANAGEMENT, FINANCIAL TRANSPARENCY, AND OVERSIGHT, AS WELL AS EXPENDITURE POLICY ISSUES THAT DETERMINE HOW TO MOST APPROPRIATELY MANAGE SECURITY AND JUSTICE SERVICES. THE INTERPLAY AMONG SECURITY, JUSTICE, AND PUBLIC FINANCE IS STILL A RELATIVELY UNEXPLORED AREA OF DEVELOPMENT. SUCH A PERSPECTIVE CAN HELP SECURITY ACTORS PROVIDE MORE PROFESSIONAL, EFFECTIVE, AND

EFFICIENT SECURITY AND JUSTICE SERVICES FOR CITIZENS, WHILE ALSO STRENGTHENING SYSTEMS FOR ACCOUNTABILITY. THE BOOK IS THE RESULT OF A PROJECT UNDERTAKEN JOINTLY BY STAFF FROM THE WORLD BANK AND THE UNITED NATIONS, INTEGRATING THE DISCIPLINES WHERE EACH INSTITUTION HOLDS A COMPARATIVE ADVANTAGE AND A CORE MANDATE. THE PRIMARY AUDIENCE INCLUDES GOVERNMENT OFFICIALS BEARING BOTH SECURITY AND FINANCIAL RESPONSIBILITIES, STAFF OF INTERNATIONAL ORGANIZATIONS WORKING ON PUBLIC EXPENDITURE MANAGEMENT AND SECURITY SECTOR ISSUES, ACADEMICS, AND DEVELOPMENT PRACTITIONERS WORKING IN AN ADVISORY CAPACITY.

*THE MEDIA BOOK* CHRIS NEWBOLD 2002 THE MEDIA BOOK PROVIDES TODAY'S STUDENTS WITH A COMPREHENSIVE FOUNDATION FOR THE STUDY OF THE MODERN MEDIA. IT HAS BEEN SYSTEMATICALLY COMPILED TO MAP THE FIELD IN A WAY WHICH CORRESPONDS TO THE CURRICULAR ORGANIZATION OF THE FIELD AROUND THE GLOBE, PROVIDING A COMPLETE RESOURCE FOR STUDENTS IN THEIR THIRD YEAR TO GRADUATE LEVEL COURSES IN THE U.S.

**A HANDLIST OF RHETORICAL TERMS** RICHARD A. LANHAM 1968

**WRITING AT THE THRESHOLD** LARRY WEINSTEIN 2001 OFFERS BOTH AN ELOQUENT PHILOSOPHY OF COMPOSITION INSTRUCTION AND AN IMMEDIATELY USEFUL SET OF CLASSROOM-TESTED TEACHING IDEAS DISTILLED FROM THE AUTHOR'S 28 YEARS OF TEACHING WRITING. WEINSTEIN MOVES EASILY FROM BRIEF, LIVELY REFLECTIONS ON INQUIRY-BASED LEARNING TO HIGHLY ENGAGING STRATEGIES FOR TRANSLATING THEORY INTO PRACTICE IN THE CLASSROOM.

*THE REVISING PROSE SELF-TEACHING EXERCISE BOOK* RICHARD A. LANHAM 1987-01-01  
*ECONOMICAL WRITING, THIRD EDITION* DEIRDRE N. MCCLOSKEY 2019-05-17 ECONOMICS IS NOT A FIELD THAT IS KNOWN FOR GOOD WRITING. CHARTS, YES. SPARKLING PROSE, NO. EXCEPT, THAT IS, WHEN IT COMES TO DEIRDRE NANSEN MCCLOSKEY. HER CONVERSATIONAL AND WITTY YET ALWAYS CLEAR STYLE IS A HALLMARK OF HER CLASSIC WORKS OF ECONOMIC HISTORY, ENLIVENING THE DISMAL SCIENCE AND ENGAGING READERS WELL BEYOND THE DISCIPLINE. AND NOW SHE'S HERE TO SHARE THE SECRETS OF HOW IT'S DONE. *ECONOMICAL WRITING* IS ITSELF ECONOMICAL: A COLLECTION OF THIRTY-FIVE PITHY RULES FOR MAKING YOUR WRITING CLEAR, CONCISE, AND EFFECTIVE. PROCEEDING FROM BIG-PICTURE IDEAS TO CONCRETE STRATEGIES FOR IMPROVEMENT AT THE LEVEL OF THE PARAGRAPH, SENTENCE, OR WORD, MCCLOSKEY SHOWS US THAT GOOD WRITING, AFTER ALL, IS NOT JUST A MATTER OF TASTE—IT'S A PRODUCT OF ADEPT INTUITION AND A RIGOROUS REVISION PROCESS. DEBUNKING STALE RULES, WARNING US THAT “FOOTNOTES ARE NESTS FOR PEDANTS,” AND OFFERING AN ARSENAL OF READILY APPLICABLE TOOLS AND METHODS, SHE SHOWS WRITERS OF ALL LEVELS OF EXPERIENCE HOW TO RETHINK THE WAY THEY APPROACH THEIR WORK, AND GIVES THEM THE KNOWLEDGE TO TURN MEDIOCRE PROSE INTO MAGIC. AT ONCE EFFICIENT AND DIGESTIBLE, HILARIOUS AND PROVOCATIVE, *ECONOMICAL WRITING* LIVES UP TO ITS PROMISE. WITH MCCLOSKEY AS OUR GUIDE, IT'S IMPOSSIBLE NOT TO SEE HOW ANY PIECE OF WRITING—ON ECONOMICS OR ANY OTHER SUBJECT—CAN BE A PLEASURE TO READ.

*THE REVISING BUSINESS PROSE SELF-TEACHING EXERCISE BOOK* RICHARD A. LANHAM 1987  
**WRITING FOR PUBLICATION** MARY RENCK JALONGO 2016-05-24 THIS BOOK OFFERS SYSTEMATIC INSTRUCTION AND EVIDENCE-BASED GUIDANCE TO ACADEMIC AUTHORS. IT DEMYSTIFIES SCHOLARLY WRITING AND HELPS BUILD BOTH CONFIDENCE AND SKILL IN ASPIRING AND EXPERIENCED AUTHORS. THE FIRST PART OF THE BOOK FOCUSES ON THE AUTHOR'S ROLE, WRITING'S RISKS AND REWARDS, PRACTICAL STRATEGIES FOR IMPROVING WRITING, AND ETHICAL ISSUES. PART TWO FOCUSES ON THE MOST COMMON WRITING TASKS: CONFERENCE PROPOSALS, PRACTICAL ARTICLES, RESEARCH ARTICLES, AND BOOKS. EACH CHAPTER IS REplete WITH SPECIFIC EXAMPLES, TEMPLATES TO GENERATE A FIRST DRAFT, AND CHECKLISTS OR RUBRICS FOR SELF-EVALUATION. THE FINAL SECTION OF THE BOOK COUNSELS GRADUATE STUDENTS AND PROFESSORS ON SELECTING THE MOST PROMISING PROJECTS; GENERATING MULTIPLE RELATED, YET DISTINCTIVE, PUBLICATIONS FROM THE SAME BODY OF WORK; AND USING WRITING AS A TOOL FOR PROFESSIONAL DEVELOPMENT. WRITTEN BY A TEAM THAT REPRESENTS OUTSTANDING TEACHING, AWARD-WINNING WRITING, AND EXTENSIVE EDITORIAL EXPERIENCE, THE BOOK LEADS TEACHER/SCHOLAR/AUTHORS TO REPLACE THE OLD "PUBLISH OR PERISH" DICTUM WITH A DIFFERENT, GROWTH-SEEKING ORIENTATION: PUBLISH AND FLOURISH.

*BUSINESS GRAMMAR, STYLE & USAGE* ALICIA ABELL 2003-01-01 FOCUSING ON THE ART OF BUSINESS WRITING AND SPEAKING--BASED ON HOW EXECUTIVES ACTUALLY WRITE AND SPEAK--THIS TEXT'S TOPICS INCLUDE MISUSED PUNCTUATION AND SPELLING, MISUSED TERMS, AND THE TOP TEN RULES FOR WRITING AND SPEAKING ARTICULATEDLY.

**ANALYZING PROSE** RICHARD LANHAM 2003-06-26 THIS SECOND EDITION OF THE CLASSIC LINGUISTICS TEXT PROVIDES A BASIC DESCRIPTIVE TERMINOLOGY FOR PROSE STYLE. WHAT IS A NOUN STYLE? A VERB STYLE? A HYPOTACTIC OR A PARATACTIC ONE? HOW DOES THE RUNNING STYLE DIFFER FROM THE PERIODIC STYLE? WHAT DO "HIGH, MIDDLE, AND LOW" PROSE STYLE MEAN? HOW MIGHT ONE APPLY THE CLASSICAL TERMINOLOGY OF RHETORICAL FIGURES TO PROSE ANALYSIS? ANALYZING PROSE SUPPLIES DETAILED, CAREFULLY CHARTED ANSWERS TO THESE QUESTIONS IN ORDER TO TEACH THE STUDENT OF PROSE STYLE HOW AND WHERE TO BEGIN.

*REVISING PROSE* RICHARD A. LANHAM 1979 LANHAM'S EIGHT SIMPLE STEPS TO CLEARER, MORE UNDERSTANDABLE WRITING WILL WIN YOU PRAISE FROM BOSSES, COLLEAGUES, AND CLIENTS. VOICE; BUSINESS PROSE; PROFESSIONAL PROSE; ELECTRONIC PROSE; GENERAL INTEREST; IMPROVING YOUR WRITING.

*60 DAYS AND YOU'RE OUT* DONALD B. SKIPPER 2005

*100 WAYS TO IMPROVE YOUR WRITING (UPDATED)* GARY PROVOST 2019-05-28 THE CLASSIC TEXT ON WRITING WELL, NOW REFRESHED AND UPDATED--AN ESSENTIAL TEXT FOR WRITERS OF ALL AGES. THIS IS THE ONE GUIDE THAT ANYONE WHO WRITES--WHETHER STUDENT, BUSINESSPERSON, OR PROFESSIONAL WRITER--SHOULD KEEP ON HIS OR HER DESK. FILLED WITH PROFESSIONAL TIPS AND A WEALTH OF INSTRUCTIVE EXAMPLES, 100 WAYS TO IMPROVE YOUR WRITING CAN HELP SOLVE ANY WRITING PROBLEM. IN THIS COMPACT,

EASY-TO-USE VOLUME YOU'LL FIND THE ETERNAL BUILDING BLOCKS OF GOOD WRITING--FROM GRAMMAR AND PUNCTUATION TO TOPIC SENTENCES--AS WELL AS ADVICE ON CHALLENGES SUCH AS WRITER'S BLOCK AND CREATING A STRONG TITLE. IT IS A MUST-HAVE RESOURCE--PERFECT FOR READING COVER TO COVER, OR JUST FOR KEEPING ON HAND FOR INSTANT REFERENCE--NOW UPDATED AND REFRESHED FOR THE FIRST TIME.

*ECONOMIC TURBULENCE* CLAIR BROWN 2008-09-15 EVERY DAY, IN EVERY SECTOR OF OUR ECONOMY, A BUSINESS SHUTS DOWN WHILE ANOTHER STARTS UP, JOBS ARE CREATED WHILE OTHERS ARE CUT, AND WORKERS ARE HIRED WHILE OTHERS ARE LAID OFF. THIS CONSTANT FLUX, OR TURBULENCE, IS A DEFINING CHARACTERISTIC OF OUR FREE MARKET SYSTEM, YET IT MOSTLY INSPIRES ANGST ABOUT UNEMPLOYMENT, LOSS OF EARNINGS, AND THE OVERALL COMPETITIVENESS OF CORPORATIONS. BUT IS THIS ENDLESS CYCLE OF FLUCTUATION REALLY SO BAD FOR AMERICA? MIGHT SOMETHING POSITIVE BE GOING ON IN THE ECONOMY AS A RESULT OF IT? IN THIS PENETRATING WORK, THREE ESTEEMED ECONOMISTS SEEK TO ANSWER THESE QUESTIONS BY EXPLORING THE REAL IMPACT OF VOLATILITY ON AMERICAN WORKERS AND BUSINESSES ALIKE. ACCORDING TO THE AUTHORS, WHILE ANY NUMBER OF EVENTS--SHIFTS IN CONSUMER DEMAND, CHANGES IN TECHNOLOGY, MERGERS AND ACQUISITIONS, OR INCREASED COMPETITION--CAN CONTRIBUTE TO ECONOMIC TURBULENCE, OUR ECONOMY AS A WHOLE IS, BY AND LARGE, STRONGER FOR IT, BECAUSE THESE PROCESSES OF CREATION AND DESTRUCTION MAKE IT MORE FLEXIBLE AND ADAPTABLE. THE AUTHORS ALSO ACKNOWLEDGE AND DOCUMENT THE ADVERSE CONSEQUENCES OF THIS TURBULENCE ON DIFFERENT GROUPS OF WORKERS AND FIRMS AND DISCUSS THE RESULTING POLICY CHALLENGES. BASING THEIR ARGUMENT ON AN UP-CLOSE LOOK INTO THE DEALINGS AND PRACTICES OF FIVE KEY INDUSTRIES--FINANCIAL SERVICES, RETAIL FOOD SERVICES, TRUCKING, SEMICONDUCTORS, AND SOFTWARE--THE AUTHORS DEMONSTRATE THE POSITIVE EFFECTS OF TURBULENCE ON CAREER PATHS, EMPLOYEE EARNINGS, AND FIRM PERFORMANCE. THE FIRST SUBSTANTIAL ATTEMPT TO DISENTANGLE AND MAKE CLEAR THE COMPLEXITIES OF THIS PHENOMENON IN THE UNITED STATES, *ECONOMIC TURBULENCE* WILL BE VIEWED AS A MAJOR ACHIEVEMENT AND THE CENTERPIECE OF ANY DISCUSSION ON THE SUBJECT FOR YEARS TO COME.

*THE ECONOMICS OF ATTENTION* RICHARD A. LANHAM 2006-04-21 IF ECONOMICS IS ABOUT THE ALLOCATION OF RESOURCES, THEN WHAT IS THE MOST PRECIOUS RESOURCE IN OUR NEW INFORMATION ECONOMY? CERTAINLY NOT INFORMATION, FOR WE ARE DROWNING IN IT. NO, WHAT WE ARE SHORT OF IS THE ATTENTION TO MAKE SENSE OF THAT INFORMATION. WITH ALL THE VERVE AND ERUDITION THAT HAVE ESTABLISHED HIS EARLIER BOOKS AS CLASSICS, RICHARD A. LANHAM HERE TRACES OUR EPOCHAL MOVE FROM AN ECONOMY OF THINGS AND OBJECTS TO AN ECONOMY OF ATTENTION. ACCORDING TO LANHAM, THE CENTRAL COMMODITY IN OUR NEW AGE OF INFORMATION IS NOT STUFF BUT STYLE, FOR STYLE IS WHAT COMPETES FOR OUR ATTENTION AMIDST THE DIN AND DELUGE OF NEW MEDIA. IN SUCH A WORLD, INTELLECTUAL PROPERTY WILL BECOME MORE CENTRAL TO THE ECONOMY THAN REAL PROPERTY, WHILE THE ARTS AND LETTERS WILL GROW TO BE MORE CRUCIAL

THAN ENGINEERING, THE PHYSICAL SCIENCES, AND INDEED ECONOMICS AS CONVENTIONALLY PRACTICED. FOR LANHAM, THE ARTS AND LETTERS ARE THE DISCIPLINES THAT STUDY HOW HUMAN ATTENTION IS ALLOCATED AND HOW CULTURAL CAPITAL IS CREATED AND TRADED. IN AN ECONOMY OF ATTENTION, STYLE AND SUBSTANCE CHANGE PLACES. THE NEW ATTENTION ECONOMY, THEREFORE, WILL ANOINT A NEW SET OF MOGULS IN THE BUSINESS WORLD—NOT THE CEOs OR FUND MANAGERS OF YESTERYEAR, BUT NEW MASTERS OF ATTENTION WITH A GROUNDING IN THE HUMANITIES AND LIBERAL ARTS. LANHAM'S *THE ELECTRONIC WORD* WAS ONE OF THE EARLIEST AND MOST INFLUENTIAL BOOKS ON NEW ELECTRONIC CULTURE. *THE ECONOMICS OF ATTENTION* BUILDS ON THE BEST INSIGHTS OF THAT SEMINAL BOOK TO MAP THE NEW FRONTIER THAT INFORMATION TECHNOLOGIES HAVE CREATED.

**BUILDING GREAT SENTENCES** BROOKS LANDON 2013-06-25 BASED ON THE BESTSELLING SERIES FROM *THE GREAT COURSES*, *BUILDING GREAT SENTENCES* CELEBRATES THE SHEER JOY OF LANGUAGE—AND WILL FOREVER CHANGE THE WAY YOU READ AND WRITE. GREAT WRITING BEGINS WITH THE SENTENCE. WHETHER IT'S TWO WORDS ("JESUS WEPT.") OR WILLIAM FAULKNER'S 1,287-WORD SENTENCE IN *ABSALOM! ABSALOM!*, SENTENCES HAVE THE POWER TO CAPTIVATE, ENTERTAIN, MOTIVATE, EDUCATE, AND, MOST IMPORTANTLY, DELIGHT. YET, THE SENTENCE-ORIENTED APPROACH TO WRITING IS TOO OFTEN OVERLOOKED IN FAVOR OF BLAND ECONOMY. *BUILDING GREAT SENTENCES* TEACHES YOU TO WRITE BETTER SENTENCES BY LUXURIATING IN THE PLEASURES OF LANGUAGE. AWARD-WINNING PROFESSOR BROOKS LANDON DRAWS ON EXAMPLES FROM MASTERS OF LONG, ELEGANT SENTENCES—INCLUDING DON DELILLO, VIRGINIA WOOLF, JOAN DIDION, AND SAMUEL JOHNSON—TO REVEAL THE MECHANICS OF HOW LANGUAGE WORKS ON THOUGHTS AND EMOTIONS, PROVIDING THE TOOLS TO WRITE POWERFUL, MORE EFFECTIVE SENTENCES.

**CARGO THEFT, LOSS PREVENTION, AND SUPPLY CHAIN SECURITY** DAN BURGESS 2012-07-18 *CARGO THEFT, LOSS PREVENTION, AND SUPPLY CHAIN SECURITY* OUTLINES STEPS FOR IDENTIFYING THE WEAKEST LINKS IN THE SUPPLY CHAIN AND CUSTOMIZING A SECURITY PROGRAM TO HELP YOU PREVENT THEFTS AND RECOVER LOSSES. WRITTEN BY ONE OF THE WORLD'S LEADING EXPERTS IN CARGO THEFT ANALYSIS, RISK ASSESSMENT AND SUPPLY CHAIN SECURITY, THIS IS THE MOST COMPREHENSIVE BOOK AVAILABLE ON THE TOPIC OF CARGO THEFT AND LOSS PREVENTION. PART HISTORY OF CARGO THEFT, PART ANALYSIS AND PART HOW-TO GUIDE, THE BOOK IS THE ONE SOURCE SUPPLY CHAIN PROFESSIONALS AND STUDENTS CAN TURN TO IN ORDER TO UNDERSTAND EVERY FACET OF CARGO THEFT AND TAKE STEPS TO PREVENT LOSSES. THIS GROUNDBREAKING BOOK CONTAINS METHODS OF PREDICTIVE CARGO THEFT MODELING, ALLOWING PROACTIVE PROFESSIONALS TO DEVELOP PREVENTION SOLUTIONS AT EVERY STEP ALONG THE SUPPLY CHAIN. IT PROVIDES A COMPLETE METHODOLOGY FOR USE IN CREATING YOUR OWN CUSTOMIZED SUPPLY CHAIN SECURITY PROGRAM AS WELL AS IN-DEPTH ANALYSIS OF COMMONLY ENCOUNTERED SUPPLY CHAIN SECURITY PROBLEMS. IT ALSO SUPPLIES A MASSIVE AMOUNT OF CREDIBLE CARGO THEFT STATISTICS AND PROVIDES SOLUTIONS AND BEST PRACTICES TO SUPPLY CHAIN PROFESSIONALS WHO MUST DETERMINE THEIR COMPANY'S RISK AND MITIGATE THEIR LOSSES

BY ADOPTING CUSTOMIZABLE SECURITY PROGRAMS. FURTHERMORE, IT PRESENTS CUTTING-EDGE TECHNIQUES THAT INDUSTRY PROFESSIONALS CAN USE TO PREVENT LOSSES AND KEEP THEIR CARGO SECURE AT EVERY STAGE ALONG THE SUPPLY CHAIN. THIS BOOK WILL BE OF INTEREST TO MANUFACTURING, LOGISTICS AND SECURITY PROFESSIONALS INCLUDING CHIEF SECURITY OFFICERS, VPs OF LOGISTICS OR SUPPLY CHAIN OPERATIONS, AND TRANSPORTATION MANAGERS, AS WELL AS PROFESSIONALS IN ANY COMPANY THAT MANUFACTURES, SHIPS, TRANSPORTS, STORES, DISTRIBUTES, SECURES OR IS OTHERWISE RESPONSIBLE FOR BULK PRODUCT AND CARGO. OUTLINES STEPS YOU CAN TAKE TO IDENTIFY THE WEAKEST LINKS IN THE SUPPLY CHAIN AND CUSTOMIZE A SECURITY PROGRAM TO HELP YOU PREVENT THEFTS AND RECOVER LOSSES OFFERS DETAILED EXPLANATIONS OF DOWNSTREAM COSTS IN A WAY THAT MAKES SENSE - INCLUDING EFFICIENCY LOSSES, CUSTOMER DISSATISFACTION, PRODUCT RECALLS AND MORE - THAT DRAMATICALLY INFLATE THE IMPACT OF CARGO THEFT INCIDENTS PROVIDES A COMPLETE METHODOLOGY FOR USE IN CREATING YOUR OWN CUSTOMIZED SUPPLY CHAIN SECURITY PROGRAM AS WELL AS IN-DEPTH ANALYSIS OF COMMONLY ENCOUNTERED SUPPLY CHAIN SECURITY PROBLEMS

**REVISING BUSINESS PROSE** RICHARD A. LANHAM 2000 A GUIDE FOR BUSINESS WRITING.

**THE NUTS AND BOLTS OF COLLEGE WRITING** MICHAEL HARVEY 2013-06-03 THIS "WORTHY SUCCESSOR TO *STRUNK AND WHITE*" NOW FEATURES AN EXPANDED STYLE GUIDE COVERING A WIDER RANGE OF CITATION CASES, COMPLETE WITH UP-TO-DATE FORMATS FOR CHICAGO, MLA, AND APA STYLES.

**EDITING FOR WRITERS** LOIS JOHNSON REW 1999 BASED ON INTERVIEWS WITH ACTUAL WORKPLACE WRITERS AND EDITORS, THIS UNIQUE TEXT/WORKBOOK TEACHES EDITING APPROACHES AND SKILLS THAT WRITERS CAN APPLY TO THEIR OWN OR OTHERS' DOCUMENTS. OUTLINES A PROCESS TO IDENTIFY AND SOLVE PROBLEMS AND HELPS READERS DEVELOP THE ABILITY TO EXPLAIN THEIR EDITING DECISIONS. FEATURES 136 DIFFERENT KINDS OF EXERCISES. CONTAINS SPECIAL CHAPTERS ON EDITING ON-LINE DOCUMENTATION, GRAPHICS, DOCUMENT DESIGN, AND ON INTERNATIONAL AND INTERCULTURAL ISSUES, AS WELL AS 16 DIFFERENT CHECKLISTS THAT CAN BE APPLIED TO DEVELOPMENTAL EDITING, COPYEDITING, AND PROOFREADING. FOR ANYONE INTERESTED IN EDITING OR COPYEDITING; PROFESSIONAL, TECHNICAL, SCIENCE, BUSINESS, OR NURSING WRITING; OR NONFICTION WRITING.

**GENRE THEORY** DEBORAH DEAN 2008 ALTHOUGH GENRE IS OFTEN VIEWED AS SIMPLY A METHOD FOR LABELING DIFFERENT TYPES OF WRITING, DEBORAH DEAN ARGUES THAT EXPLORING GENRE THEORY CAN HELP TEACHERS ENERGIZE THEIR CLASSROOM PRACTICES. SHE SYNTHESIZES THEORY AND RESEARCH ABOUT GENRES AND PROVIDES APPLICATIONS THAT HELP TEACHERS ADDRESS THE CHALLENGES OF TEACHING HIGH SCHOOL WRITING.

**REVISING PROSE** RICHARD A. LANHAM 1987 LANHAM'S EIGHT SIMPLE STEPS TO CLEARER, MORE UNDERSTANDABLE WRITING WILL WIN YOU PRAISE FROM BOSSES, COLLEAGUES, AND CLIENTS. VOICE; BUSINESS PROSE; PROFESSIONAL PROSE; ELECTRONIC PROSE; GENERAL INTEREST; IMPROVING YOUR WRITING.

*STYLE* RICHARD A. LANHAM 2007 AN IRREVERENT ASSAULT ON COMP 101 AND A ROADMAP FOR FINDING PLEASURE IN LANGUAGE. WRITERS NEED THIS.

**THE MOTIVES OF ELOQUENCE** RICHARD A. LANHAM 2004-03-15

*LITERACY AND THE SURVIVAL OF HUMANISM* RICHARD A. LANHAM 1983

**THE SUBVERSIVE COPY EDITOR** CAROL FISHER SALLER 2009-08-01 EACH YEAR WRITERS AND EDITORS SUBMIT OVER THREE THOUSAND GRAMMAR AND STYLE QUESTIONS TO THE Q&A PAGE AT THE CHICAGO MANUAL OF STYLE ONLINE. SOME ARE ARCANE, SOME SIMPLY HILARIOUS—AND ONE EDITOR, CAROL FISHER SALLER, READS EVERY SINGLE ONE OF THEM.

ALL TOO OFTEN SHE NOTES A CLASSIC AUTHOR-EDITOR STANDOFF, WHEREIN BOTH PARTIES REFUSE TO COMPROMISE ON THE “RIGHTS” AND “WRONGS” OF PROSE STYLING: “THIS AUTHOR IS GIVING ME A FIT.” “I WISH THAT I COULD JUST DEMAND THE USE OF THE SERIAL COMMA AT ALL TIMES.” “MY AUTHOR WANTS HIS PREFACE TO COME AT THE END OF THE BOOK. THIS JUST SEEMS RIDICULOUS TO ME. I MEAN, IT’S NOT A POST-FACE.” IN *THE SUBVERSIVE COPY EDITOR*, SALLER CASTS ASIDE THIS ADVERSARIAL VIEW AND SUGGESTS NEW STRATEGIES FOR KEEPING THE PEACE. EMPHASIZING HABITS OF CAREFULNESS, TRANSPARENCY, AND FLEXIBILITY, SHE SHOWS COPY EDITORS HOW TO BUILD AN ENVIRONMENT OF TRUST AND COOPERATION. ONE CHAPTER TAKES ON THE DIFFICULT AUTHOR; ANOTHER SPEAKS TO WRITERS THEMSELVES. THROUGHOUT, THE FOCUS IS ON SERVING THE READER, EVEN IF IT MEANS BREAKING “RULES” ALONG THE WAY. SALLER’S OWN FOIBLES AND MISADVENTURES PROVIDE AMPLE MATERIAL: “I MESS UP ALL THE TIME,” SHE CONFESSES. “IT’S HOW I KNOW THINGS.” WRITERS, SALLER ACKNOWLEDGES, ARE ONLY HALF THE CHALLENGE, AS COPY EDITORS CAN ALSO MAKE TROUBLE FOR THEMSELVES. (DOES ANY OTHER BOOK HAVE AN INDEX ENTRY THAT SAYS “TERRORISTS. SEE COPY EDITORS”?) THE BOOK INCLUDES HELPFUL SECTIONS ON E-MAIL ETIQUETTE, WORK-FLOW MANAGEMENT, PRIORITIZING, AND ORGANIZING COMPUTER FILES. ONE CHAPTER EVEN ADDRESSES THE SPECIAL CONCERNS OF FREELANCE EDITORS. SALLER’S EMPHASIS ON NEGOTIATION AND FLEXIBILITY WILL SURPRISE MANY COPY EDITORS WHO HAVE ABSORBED, ALONG WITH THE DOS AND DON’TS OF THEIR STYLEBOOKS, AN ATTITUDE THAT THEIR WAY IS THE RIGHT WAY. IN ENCOURAGING COPY EDITORS TO BANISH THEIR IGNORANCE AND DISORGANIZATION, INSECURITIES AND COMPULSIONS, THE CHICAGO Q&A PRESENTS ITSELF AS A KIND OF ALTER EGO TO THE COMPARATIVELY STAID *MANUAL OF STYLE*. IN *THE SUBVERSIVE COPY EDITOR*, SALLER CONTINUES HER MISSION WITH AUDACITY AND GOOD HUMOR.

**TED HUGHES, SYLVIA PLATH, AND WRITING BETWEEN THEM** JENNIFER D RYAN-BRYANT 2022-01-15 TURNING THE TABLE OFFERS A NEW RESOURCE TO HUGHES AND PLATH SCHOLARS STUDYING THE POETS’ ARCHIVAL MATERIALS AND COMPOSITIONAL PROCESSES. THE BOOK TRACES THE THEORY OF THE ARS POETICA THAT EACH POET ADVANCED WHILE EXPLORING THE DIALOGUES THAT EMERGED BETWEEN PLATH’S *ARIEL* AND HUGHES’S *CROW* AND *BIRTHDAY LETTERS* COLLECTIONS.

**THE ELECTRONIC WORD** RICHARD A. LANHAM 2010-06-15 THE PERSONAL COMPUTER HAS REVOLUTIONIZED COMMUNICATION, AND DIGITIZED TEXT HAS INTRODUCED A RADICALLY NEW

MEDIUM OF EXPRESSION. INTERACTIVE, VOLATILE, MIXING WORD AND IMAGE, THE ELECTRONIC WORD CHALLENGES OUR ASSUMPTIONS ABOUT THE SHAPE OF CULTURE ITSELF. THIS HIGHLY ACCLAIMED COLLECTION OF RICHARD LANHAM’S WITTY, PROVOCATIVE, AND ENGAGING ESSAYS SURVEYS THE EFFECTS OF ELECTRONIC TEXT ON THE ARTS AND LETTERS. LANHAM EXPLORES HOW ELECTRONIC TEXT FULFILLS THE EXPRESSIVE AGENDA OF TWENTIETH-CENTURY VISUAL ART AND MUSIC, REVOLUTIONIZES THE CURRICULUM, DEMOCRATIZES THE INSTRUMENTS OF ART, AND POSES ANEW THE CULTURAL ACCOUNTABILITY OF HUMANISM ITSELF. PERSUADING US WITH UNCOMMON GRACE AND POWER THAT THE MOVE FROM BOOK TO SCREEN GIVES CAUSE FOR OPTIMISM, NOT DESPAIR, LANHAM PROCLAIMS THAT “ELECTRONIC EXPRESSION HAS COME NOT TO DESTROY THE WESTERN ARTS BUT TO FULFILL THEM.” THE ELECTRONIC WORD IS ALSO AVAILABLE AS A CHICAGO EXPANDED BOOK FOR YOUR MACINTOSH®. THIS HYPERTEXT EDITION ALLOWS READERS TO MOVE FREELY THROUGH THE TEXT, MARKING “PAGES,” ANNOTATING PASSAGES, SEARCHING WORDS AND PHRASES, AND IMMEDIATELY ACCESSING ANNOTATIONS, WHICH HAVE BEEN ENHANCED FOR THIS EDITION. IN A SPECIAL PREFATORY ESSAY, LANHAM INTRODUCES THE FEATURES OF THIS ELECTRONIC EDITION AND GIVES A VIVIDLY APPLIED CRITIQUE OF THIS DYNAMIC NEW EDITION.

**WRITING FITNESS** JACK SWENSON 1988 FILLED WITH PRACTICAL BUSINESS WRITING EXERCISES AND ACTIVITIES, THIS WORKBOOK COVERS BASIC ORGANIZATIONAL SKILLS, CLEAR AND CONCISE WRITING, SPELLING, PUNCTUATION TIPS, AND MUCH MORE. THE FOCUS IS ON WAYS TO EDIT, TONE, AND CLARIFY BUSINESS MEMOS, LETTERS, AND REPORTS.

**REVISING BUSINESS PROSE** RICHARD A. LANHAM 1987 AS ITS TITLE IMPLIES, THIS BOOK DEALS WITH REVISING, NOT WITH ORIGINAL COMPOSITION. IN BUSINESS WRITING, WHERE A FIRST DRAFT OFTEN EMERGES QUICKLY UNDER THE PRESSURES OF FACTS, FIGURES, AND DEADLINES, REVISION IS TYPICALLY THE MAJOR PART OF A WRITING TASK, AND COLLABORATIVE REVISION OFTEN PRODUCES THE FINAL DOCUMENT. *REVISING BUSINESS PROSE* PROVIDES DETAILED REVISION GUIDANCE AND A COLLABORATIVE APPROACH TO WRITING EASILY APPLIED TO WRITING IN BUSINESS, INDUSTRY, GOVERNMENT, AND ACADEMICS. BASED ON THE PREMISE THAT BAD WRITING IN ORGANIZATIONS IMITATES THE BUREAUCRATIC STYLE *THE OFFICIAL STYLE*, AS IT’S CALLED HERE THIS BOOK SHOWS READERS HOW TO TRANSFORM STILTED, DENSE PROSE INTO PLAIN ENGLISH. FOR ANYONE INTERESTED IN THE REVISION PROCESS IN EVERY BUSINESS WRITING CONTEXT.

**THE MCGRAW-HILL 36-HOUR COURSE IN BUSINESS WRITING AND COMMUNICATION, SECOND EDITION** KENNETH DAVIS 2010-03-19 SUPERCHARGE YOUR WRITING SKILLS . . . BY THE END OF THE WEEK! IN THE WORKPLACE, YOUR WRITING SPEAKS VOLUMES ABOUT YOU. WHETHER YOU’RE CRAFTING A THREE-LINE MESSAGE OR A 300-PAGE REPORT, YOU NEED TO WRITE IN A POLISHED, PROFESSIONAL WAY—REGARDLESS OF YOUR POSITION OR PROFESSION. THE MCGRAW-HILL 36-HOUR COURSE IN BUSINESS WRITING AND COMMUNICATION PUTS YOU ON THE FAST TRACK TO BECOMING A STRONG, PERSUASIVE BUSINESS WRITER. COMPLETE WITH EXERCISES, SELF-TESTS, AND AN ONLINE FINAL EXAM, THIS MULTIFACETED BUSINESS WRITING “COURSE” TEACHES YOU HOW TO: SEIZE READERS’

INTEREST INSTANTLY ELIMINATE NONSPECIFIC WORDS AND PHRASES  
MANAGE CROSS-CULTURAL WRITING CRAFT COMPELLING ONLINE COPY

CREATE POWERFUL PRESENTATIONS PRESENT YOURSELF AT THE TOP OF YOUR GAME  
IN EVERY E-MAIL, MEMO, REPORT, AND PRESENTATION WITH THE MCGRAW-HILL 36-HOUR  
COURSE IN BUSINESS WRITING AND COMMUNICATION!