

## Revising Business Prose Lanham

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.

*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.

*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!*

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.

*Securing Development*

*The Revising Business Prose Self-Teaching Exercise Book*

*Revising Business Prose*

*Public Finance and the Security Sector*

*The Handbook Of Academic Writing: A Fresh Approach*

*A Revision of Bloom's Taxonomy of Educational Objectives*

*Featuring 56 Ways to Prepare High School and College Students to Think and Write at the College Level*

*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.*

*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.

Writing is one of the most demanding tasks that academics and researchers face. In some disciplines we learn some of what we need to know to be productive, successful writers; but in other disciplines there is no training, support or mentoring of any kind. Every teacher knows the challenge of trying to engage reluctant readers and struggling writers—students whose typical response to a writing prompt is a few sentence fragments scribbled on a sheet of paper followed by an elaborate shrug of the shoulders. The best way to engage less confident readers and writers is to give them something powerful to think about. *The Discourse and Writing Cycle* explores writing as a means to focus student thinking, fuel deeper learning, and build complex understanding in English, social studies, math, and science. This field-tested approach from well-respected experts Eleanor Dougherty, Laura Billings, and Terry Roberts is designed for use in grades 4–12. The book explores the three interrelated sequences of the cycle—the Discourse Sequence, the Transition to Writing Sequence, and the Writing Sequence—and includes classroom examples and sample lesson plans from across the content areas. The cycle will inspire you as a teacher and help you to inspire your students to write with confidence and competence. "How often we dim or extinguish the creative sparks that can come from good writing! William Butler Yeats proclaimed that 'Education is not the filling of a pail, but the lighting of a fire.' This book lights the fire for the teaching of writing." —John Hattie, author of the *Visible Learning* books

*The Longman Guide to Revising Prose*

*An Anti-textbook*

*Advice from Chicago (or, How to Negotiate Good Relationships with Your Writers, Your Colleagues, and Yourself)*

*Mathematical Writing*

*Practical Exercises for Better Business Writing*

*The Subversive Copy Editor*

*Literary Rhetoric in the Renaissance*

**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.**

**This book is written for courses in business writing and speaking and managerial communication. It provides a systematic presentation of how to prepare logical and persuasive written and oral messages. This system is organized under the acronym POWER, which stands for planning, organizing, writing, editing and revising.**

**Winner of the 2017 Newbery Medal The New York Times Bestseller An Entertainment Weekly Best Middle Grade Book of 2016 A New York Public Library Best Book of 2016 A Chicago Public Library Best Book of 2016**

**An Amazon Top 20 Best Book of 2016 A Publishers Weekly Best Book of 2016 A School Library Journal Best Book of 2016 Named to KirkusReviews' Best Books of 2016 2017 Booklist Youth Editors' Choice Every year,**

**the people of the Protectorate leave a baby as an offering to the witch who lives in the forest. They hope this sacrifice will keep her from terrorizing their town. But the witch in the Forest, Xan, is kind. She shares her home with a wise Swamp Monster and a Perfectly Tiny Dragon. Xan rescues the children and delivers them to welcoming families on the other side of the forest, nourishing the babies with starlight on the journey. One year, Xan accidentally feeds a baby moonlight instead of starlight, filling the ordinary child with extraordinary magic. Xan decides she must raise this girl, whom she calls Luna, as her own. As Luna's thirteenth birthday approaches, her magic begins to emerge--with dangerous consequences. Meanwhile, a young man from the Protectorate is determined to free his people by killing the witch. Deadly birds with uncertain intentions flock nearby. A volcano, quiet for centuries, rumbles just beneath the earth's surface. And the woman with the Tiger's heart is on the prowl . . . The Newbery Medal winner from the author of the highly acclaimed novel *The Witch's Boy*.**

**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**

**100 Ways to Improve Your Writing (Updated)**

**Literate Action**

**A Guide for Students of English Literature**

**Writing Your Journal Article in Twelve Weeks**

**The Nuts and Bolts of College Writing**

**60 Days and You're Out**

**Power Communication**

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.

*How to Thrive as a Solo Librarian* is a compilation of chapters by librarians offering advice to colleagues who must work alone or with very limited help. The contributors come from schools and colleges, special and corporate archives, public libraries, and seasoned LIS faculty across the United States and abroad who are familiar with the vigor, dedication, and creativity necessary for solo librarians. As noted in the Foreword, "In many ways, solo librarianship demands more communication and collaboration than librarians might experience in larger multi-employee libraries." Despite the fact that most of the authors are currently working alone in their library or archives, they do not work in a vacuum. These chapters aim to help librarians thrive in the demanding environment that exists for the solo librarian. Topics covered include time management,

community involvement, public relations and marketing, professional development, internet-based ideas, administrative tasks, assessing and moving collections, and general overviews. How to Thrive as a Solo Librarian will be useful for all professionals and students in the field of librarianship.

An irreverent assault on Comp 101 and a roadmap for finding pleasure in language. Writers need this.

'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.

A Taxonomy for Learning, Teaching, and Assessing  
Transitions and Tools that Support Scholars' Success  
Second Edition

The Craft of Research, 2nd edition

The McGraw-Hill 36-Hour Course in Business Writing and Communication, Second Edition

A Quick and Easy Method for Turning Good Writing Into Great Writing

This software version of the second edition of A Handbook of Rhetorical Terms has revised alphabetical listing, 1000 terms of classical rhetoric, new examples and extended entries for central terms, and a revised system of cross-reference. The disk also includes audio pronunciation of key terms.

Fiction has always been in a state of transformation and circulation: how does this history of mobility inform the emergence of the novel? The Spread of Novels explores the active movements of English and French fiction in the eighteenth century and argues that the new literary form of the novel was the result of a shift in translation. Demonstrating that translation was both the cause and means by which the novel attained success, Mary Helen McMurrin shows how this period was a watershed in translation history, signaling the end of a premodern system of translation and the advent of modern literary exchange. McMurrin illuminates aspects of prose fiction translation history, including the radical revision of fiction's origins from that of cross-cultural transfer to one rooted by nation; the contradictory pressures of the book trade, which relied on translators to energize the market, despite the increasing devaluation of their labor; and the dynamic role played by prose fiction translation in Anglo-French relations across the Channel and in the New World. McMurrin examines French and British novels, as well as fiction that circulated in colonial North America, and she considers primary source materials by writers as varied as Frances Brooke, Daniel Defoe, Samuel Richardson, and Fran ç oise Graffigny. The Spread of Novels reassesses the novel's embodiment of modernity and individualism, discloses the novel's surprisingly unmodern characteristics, and recasts the genre's rise as part of a burgeoning vernacular cosmopolitanism.

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.

Undertaken by one of the most learned and visionary scholars in the field, this work has a comprehensive and culminating quality to it, tracking major lines of insight into writing as a human practice and articulating the author's intellectual progress as a theorist and researcher across a career.

Writing at the Threshold

The Motives of Eloquence

Plan, Organize, Write, Edit, Revise

How to Write the Kinds of Sentences You Love to Read

Style

Analyzing Prose

The Better Writing Breakthrough

**A guide for business writing.**

**This book will help those wishing to teach a course in technical writing, or who wish to write themselves.**

**Since 1995, more than 150,000 students and researchers have turned to The Craft of Research for clear and helpful guidance on how to conduct research and report it effectively . Now, master teachers Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams present a completely revised and updated version of their classic handbook. Like its predecessor, this new edition reflects the way researchers actually work: in a complex circuit of thinking, writing, revising, and rethinking. It shows how each part of this process influences the others and how a successful research report is an orchestrated conversation between a researcher and a reader. Along with many other topics, The Craft of Research explains how to build an argument that motivates readers to accept a claim; how to anticipate the reservations of thoughtful yet critical readers and to respond to them appropriately; and how to create introductions and conclusions that answer that most demanding question, "So what?" Celebrated by reviewers for its logic and clarity, this popular book retains its five-part structure. Part 1 provides an orientation to the research process and begins the discussion of what motivates researchers and their readers. Part 2 focuses on finding a topic, planning the project, and locating appropriate sources. This section is brought up to date with new information on the role of the Internet in research, including how to find and evaluate sources, avoid their misuse, and test their reliability. Part 3 explains the art of making an argument and supporting it. The authors have extensively revised this section to present the structure of an argument in clearer and more accessible terms than in the first edition. New distinctions are made among reasons, evidence, and reports of evidence. The concepts of qualifications and rebuttals are recast as acknowledgment and response. Part 4 covers drafting and revising, and offers new information on the visual representation of data. Part 5 concludes the book with an updated discussion of the ethics of research, as well as an expanded bibliography that includes many electronic sources. The new**

**edition retains the accessibility, insights, and directness that have made *The Craft of Research* an indispensable guide for anyone doing research, from students in high school through advanced graduate study to businesspeople and government employees. The authors demonstrate convincingly that researching and reporting skills can be learned and used by all who undertake research projects. New to this edition: Extensive coverage of how to do research on the internet, including how to evaluate and test the reliability of sources New information on the visual representation of data Expanded bibliography with many electronic sources**

**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.**

**Economical Writing, Third Edition**

**The Girl Who Drank the Moon (Winner of the 2017 Newbery Medal)**

**Thirty-Five Rules for Clear and Persuasive Prose**

**Connecting Student Thinking and Discussion to Inspire Great Writing**

**Ted Hughes, Sylvia Plath, and Writing Between Them**

**For Macintosh Computers**

**The Spread of Novels**

Revising Business Prose Longman Publishing Group

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.

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.

This revision of Bloom's taxonomy is designed to help teachers understand and implement standards-based curriculums.

Cognitive psychologists, curriculum specialists, teacher educators, and researchers have developed a two-dimensional framework, focusing on knowledge and cognitive processes. In combination, these two define what students are expected to learn in school. It explores curriculums from three unique perspectives—cognitive psychologists (learning emphasis), curriculum specialists and teacher educators (C & I emphasis), and measurement and assessment experts (assessment emphasis). This revisited framework allows you to connect learning in all areas of curriculum. Educators, or others interested in educational psychology or educational methods for grades K-12.

A Rhetoric of Literate Action

Literacy and the Survival of Humanism

Turning the Table

The Economics of Attention

How to Thrive as a Solo Librarian

A Guide to Academic Publishing Success

Proven Professional Techniques for Writing with Style and Power

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.

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.

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.

"True to its title, *Revising Prose* is about revising, not about original composition. It will not teach you how to pray for inspiration, marshal 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. "

A Handlist of Rhetorical Terms

Building Great Sentences

The Electronic Word

A Hypertext Handlist of Rhetorical Terms

Democracy, Technology, and the Arts

Instructors Guide

The Revising Prose Self-Teaching Exercise Book

**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.**

**Writing for Publication**

**Translation and Prose Fiction in the Eighteenth Century**

**Writing Fitness**

**Style and Substance in the Age of Information**

**Revising Prose**