



Revising Business Prose (4th Edition)

By Richard Lanham

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Revising Business Prose (4th Edition) By Richard Lanham

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.

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Revising Business Prose (4th Edition) By Richard Lanham Bibliography

- Rank: #530301 in Books
- Brand: Longman
- Published on: 1999-07-29
- Ingredients: Example Ingredients
- Original language: English
- Number of items: 1
- Dimensions: 8.40" h x .40" w x 5.30" l, .35 pounds
- Binding: Paperback
- 117 pages

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Editorial Review

From the Back Cover

Here is a brief self-teaching guide to business prose revision, one which stresses the 8-step "Paramedic Method" of revising official prose into plain English. The "Official Style" and its pitfalls is covered in-depth, and a full chapter on electronic literacy makes this one of the most modern books on the subject of business writing.

Users Review

From reader reviews:

Anna Lewis:

As people who live in the modest era should be change about what going on or data even knowledge to make these people keep up with the era that is certainly always change and progress. Some of you maybe can update themselves by studying books. It is a good choice for you personally but the problems coming to you actually is you don't know what type you should start with. This Revising Business Prose (4th Edition) is our recommendation to help you keep up with the world. Why, because book serves what you want and wish in this era.

William Davis:

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