



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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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

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