

SIMPLE PRINCIPLES
FOR ACHIEVING
CLARITY AND GOOD STYLE

Punctuation *at* Work

R I C H A R D L A U C H M A N

Punctuation At Work Simple Principles For Achieving Clarity And Good Style

Linda Armstrong



Punctuation At Work Simple Principles For Achieving Clarity And Good Style:

Punctuation at Work Richard LAUCHMAN, 2010-02-17 In the workplace good punctuation is much more than a matter of correctness It s a matter of efficiency Professionals who aren t sure how to punctuate take more time than necessary to write as they fret about the many inconsistent and contradictory rules they ve picked up over the years Good punctuation is also a matter of courtesy In workplace writing a sentence should yield its meaning instantly but when punctuation is haphazard readers need to work to understand or guess at the writer s intent Weak punctuation results in time wasting confusion questions about professionalism and some times even serious and costly miscommunication Without using the jargon of grammar and providing 18 common sense principles to live by *Punctuation at Work* shows busy professionals exactly how the marks can be used to make meaning clear and emphasize ideas All the marks are covered with hundreds of examples taken from today s workplace From hyphens and semicolons to brackets and quotation marks all the way to ellipses and the eternal struggle between that and which this book explains the many ways punctuation makes things plain

Contrastive Corpus Linguistics Anna Cermakova, Hilde Hasselgård, Markéta Malá, Denisa Šebestová, 2024-05-02 Marking 30 years of contrastive corpus linguistics this volume provides a state of the art of the field charting its development over time and expanding the boundaries of the discipline Focusing on a diversity of methods and approaches to language comparison it uses both comparable and translation corpora and explores a broad range of language registers from newspaper reporting and spoken political discourse to film scripts and football match reports Using English as the pivot language for each chapter the volume offers contrastive bilingual and trilingual perspectives on a number of languages including Czech Finnish French German Norwegian Spanish and Swedish covering a typologically diverse field By exploring the application of complex multi genre multilingual data sets and expanding the horizons of contrastive studies it demonstrates how a juxtaposition of cross linguistic and register variation can deepen our insight into language variation and use The volume is dedicated to two prominent contrastive corpus linguists Karin Aijmer and Bengt Altenberg who have decisively shaped the discipline from its very beginnings The book opens with a chapter by Aijmer reflecting on the current breadth and future prospects of research in the area while pointing to emergent trends with an insight that only she can offer

Common Core: Grammar Usage Linda Armstrong, 2014-01-15 Centered around Common Core State Standards *Common Core Grammar Usage* is designed to help students improve written and spoken language skills Practice pages student charts graphic organizers research challenges discussion starters writing prompts games group activities and recommended reading lists enable students to practice building an effective vocabulary mastering complex sentence construction utilizing tenses to clarify sequence eliminating common usage errors and harnessing the power of punctuation Mark Twain Media Publishing Company specializes in providing captivating supplemental books and decorative resources to complement middle and upper grade classrooms Designed by leading educators the product line covers a range of subjects

including mathematics sciences language arts social studies history government fine arts and character Mark Twain Media also provides innovative classroom solutions for bulletin boards and interactive whiteboards Since 1977 Mark Twain Media has remained a reliable source for a wide variety of engaging classroom resources

Plain Language and Ethical Action Russell Willerton, 2015-05-22 Plain Language and Ethical Action examines and evaluates principles and practices of plain language that technical content producers can apply to meet their audiences needs in an ethical way Applying the BUROC framework Bureaucratic Unfamiliar Rights Oriented and Critical to identify situations in which audiences will benefit from plain language this work offers in depth profiles show how six organizations produce effective plain language content The profiles show plain language projects done by organizations ranging from grassroots volunteers on a shoe string budget to small nonprofits to consultants completing significant federal contracts End of chapter questions and exercises provide tools for students and practitioners to reflect on and apply insights from the book Reflecting global commitments to plain language this volume includes a case study of a European group based in Sweden along with results from interviews with plain language experts around the world including Canada England South Africa Portugal Australia and New Zealand This work is intended for use in courses in information design technical and professional communication health communication and other areas producing plain language communication It is also a crucial resource for practitioners developing plain language technical content and content strategists in a variety of fields including health literacy technical communication and information design

Extension Studies Program Foreign Service Institute (U.S.), 1979 Making Your Case Rebecca Stott, Anna Snaith, Rick Rylance, 2000 This practical book demystifies the processes of academic writing through careful explanation and a series of engaging and practical examples

Agile Software Engineering Skills Julian Michael Bass, 2023-03-13 This textbook is about working in teams to create functioning software It covers skills in agile software development methods team working version control and continuous integration and shows readers how to apply some of the latest ideas from lean agile and Kanban Part I which focuses on People describes various project roles and the skills needed to perform each role This includes members of self organizing teams scrum masters product owners and activities for managing other stakeholders The skills needed to create Product artefacts are detailed in Part II These include skills to create agile requirements architectures designs as well as development and security artefacts The agile development Process to coordinate with co workers is described in Part III It introduces the skills needed to facilitate an incremental process and to use software tools for version control and automated testing Eventually some more advanced topics are explained in Part IV These topics include large projects comprising multiple cooperating teams automating deployment cloud software services DevOps and evolving live systems This textbook addresses significant competencies in the IEEE ACM Computing Curricula Task Force 2020 It includes nearly 100 exercises for trying out and applying the skills needed for agile software development Hints tips and further advice about tackling the exercises are presented at the end of each chapter and a case study project

with downloadable source code from an online repository integrates the skills learned across the chapters In addition further example software projects are also available there This way the book provides a hands on guide to working on a development project as part of a team and is inspired by the needs of early career practitioners as well as undergraduate software engineering and computer science students

To Be Clear Philip Collins,2021-06-03 The bad reputation many businesses have in our time is intimately connected to the lack of clarity in the language they use TO BE CLEAR is a call to arms urging businesses to stop using the language of nonsense and start using language that has clarity and meaning It s a lucid entertaining and practical guide for anyone who cares about language to help them improve their communications and thus also their business practices

The Biomedical Writer's Handbook Goutham Rao,Jack Medalie Professor and Chairman Goutham Rao,2025-08-29 The Biomedical Writer s Handbook introduces readers to a simple paradigm for clear and persuasive writing and then applies it to the most common writing tasks academic physicians and others are likely to encounter The Handbook includes a number of exercises for practice and is connected to an online community The Biomedical Writer s Handbook Community where readers will find additional exercises tips for writing links to resources and also the opportunity to connect with other writers

Writing for the Technical Professions Kristin R. Woolever,2002 A departure from the large expensive introductory technical communication texts Writing for the Technical Professions is a brief easily referenced pragmatic text a manual of actual workplace practices rather than technical writing theories that can take students beyond the college classroom as practicing technical writers Featuring an appealing comb bound format with tabbed dividers this exciting classroom text and reference tool provides real world advice for composing a wide variety of technical documents A focus on the electronic workplace up to date coverage of legal and ethical issues including liability and an emphasis on collaboration and international communication make this book a welcome and refreshing change in technical writing texts

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