

Best Writing Style Guides

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Revolutionizing K-12 Blended Learning through the iFlex Classroom Model Avgerinou, Maria D. 2016-06-20 Blended learning has gained significant attention recently by educational leaders, practitioners, and researchers. iFlex, a variation of blended learning, is based on the premise that certain non-interactive teaching activities, such as lecturing, can take place by students without teachers' direct involvement. Classroom time can then be used for educational activities that fully exploit teacher-student and student-student interactions, allowing for meaningful personalized feedback and scaffolding on demand. Revolutionizing K-12 Blended Learning through the iFlex Classroom Model presents a well-rounded discussion on the iFlex model, highlighting methods for K-12 course design, delivery, and evaluation in addition to teacher performance assessment in a blended iFlex environment. Emphasizing new methods for improving the classroom and learning experience in addition to preparing students for higher education and careers, this publication is an essential reference source for pre-service and in-service teachers, researchers, administrators, and educational technology developers.

Writing for the Web Lynda Felder 2012 Many books offer instruction on how to use software programs to build Web sites, podcasts, and illustrations. But 'Writing for the Web' explains when and why an author might choose an illustration over a photograph, motion graphics over text, or a slice of Beethoven's Fifth over the sound of a bubbling brook. Focusing on storytelling techniques that work best for digital media, this book describes the essential skills and tools in a Web author's toolbox, including a thorough understanding of grammar and style, a critical eye for photography, and an ear for just the right sound byte for a podcast.

Single Sourcing Kurt Ament 2002-10-28 Single sourcing is more than mechanical document conversion. It is an information development strategy. Although it is often confused with the process of converting paper-based documents into online formats, single sourcing is a writing strategy that enables technical writers to develop centralized information modules, then map them to distinct audiences and media. For technical writers, single sourcing means modular writing and information mapping. Rather than developing information for a given format, such as a user guide or online help, technical writers develop information modules at the element (section, paragraph, and sentence) level. They then map these information modules to preselected audiences and media. This guide explains in plain language and by example how to develop single source documents. It shows technical writers how to develop standalone information modules, then map these modules to a variety of audiences and formats using proven information mapping techniques. In essence, the guide provides a flexible framework for modular technical writing that can be applied to any audience in any medium.

The Advanced Game Narrative Toolbox Tobias Heussner 2019-02-18 The Advanced Game Narrative Toolbox continues where the Game Narrative Toolbox ended. While the later covered the basics of writing for games, the Advanced Game Narrative Toolbox will cover techniques for the intermediate and professional writer. The book will cover topics such as how to adapt a novel to a game, how to revive IPs and how to construct transmedia worlds. Each chapter will be written by a professional with exceptional experience in the field of the chapter. Key Features Learn from industry experts how to tackle today's challenges in storytelling for games. A learn by example and exercise approach, which was praised in the Game Narrative Toolbox. An in depth view on advanced storytelling techniques and topics as they are currently discussed and used in the gaming industry. Expand your knowledge in game writing as you learn and try yourself to design quests, write romances and build worlds as you would as a writer in a game studio. Improve your own stories by learning and trying the techniques used by the professionals of game writing.

Style Guide for Business Writing 2018-04-09 Style guides come in many shapes and sizes, usually focused toward scientific or academic use only. However, business writing is a space occupied by many individuals that has not been given the attention it deserves. The Style Guide for Business Writing, Second Edition, is designed specifically to assist business writers in both the public and private sector, including those publishing with English as a second language; authors of academic papers; business book authors; financial journalists; and writers of reports, proposals or even just e-mail and memoranda. This book provides a comprehensive guide to clear and precise writing that will help develop basic communication skills for the beginner, and refresh the basics for the experienced business writer. Major topics are arranged alphabetically and the cross references and index enable quick and easy access to information. Michael C. Thomsett is a market expert, author, speaker, and coach. His many books include Stock Market Math, Candlestick Charting, The Mathematics of Options, and A Technical Approach to Trend Analysis.

The Architects Guide to Writing Bill Schmalz 2014 There are a lot of good books available to help people write better. They include dictionaries, usage guides, and various types of writers' manuals - and professional writers ought to have many of those books on their bookshelves. But most architects and other design and construction professionals are not professional writers. Instead, they are people who spend a large part of their professional lives writing. That's a big difference, and that's where this book will help. The Architect's Guide to Writing has been written not by an English major, but by Bill Schmalz, an architect who knows the kinds of documents his fellow professionals routinely have to write, and understands the kinds of technical mistakes they often make in their writing. This book is designed to meet the specific needs of design and construction professionals. It's not going to waste their time with the things that most educated professionals know, but it will help them with the things they don't know or are unsure of. It's not a Chicago Manual-sized encyclopaedic reference that includes everything any writer would ever need to know, because architects don't need to know everything. But what they do need to know - and what they use every day in their professional lives - has been assembled in this book.

Technical Writing 101 Alan S. Pringle 2003

The Little Style Guide to Great Christian Writing and Publishing Carolyn Stanford Goss 2004-02-01 The Little Style Guide to Great Christian Writing and Publishing provides a fresh understanding and distinctively Christian examination of style and language. It covers all the basic rules of grammar, style, and editing and will be of immediate interest to Christian writers and editors. The Little Style Guide will be cross-referenced with the Chicago Manual of Style, Fifteenth Edition and will be a welcome companion to the CMS in handling concerns that are unique to Christian writing and editing. The burgeoning field of electronic publishing has greatly increased the number of Christian writers. In the U.S. alone, there are over 500 Christian writers conferences and guilds each year. The Little Style Guide will serve the needs of the largest publishing houses and their authors and editors along with the smallest churches who weekly publish a newsletter and communicate through a Web site.

Writing for Broadcast Journalists Rick Thompson 2004-11-25 Writing for Broadcast Journalists is the essential guide to writing news for television and radio, guiding readers through the significant differences between writing text to be read, and writing spoken English that will be heard. This book helps broadcast journalists at every stage of their careers to avoid newspaper-style 'journalese', clichés, jargon, and inaccurate grammar or pronunciation, while capturing the immediacy of the spoken word in creative broadcast news scripts. It also gives advice on providing concise online material for broadcasters' websites. Sections include: • Practical advice on how to write accurately but conversationally • How to cope with a dynamic English language, with new expressions and words changing their meanings • Writing scripts that match the TV pictures, and use real sound on radio • Detailed guidance on correct terminology and the need for sensitive language • An appendix of 'dangerous' words and phrases to be avoided in scripts. Written in a lively and accessible style by a former BBC news editor, Writing for Broadcast Journalists is an invaluable guide to the techniques of writing news for television, radio and online audiences.

FranklinCovey Style Guide for Business and Technical Communication Stephen R. Covey 2012 Author's credits taken from front cover and p. ix.

Style Guide for Voting System Documentation Dana E. Chisnell 2009-05 This style guide is a product of the voting system standards and test methods research at NIST. The most recent version of the tech. standard, the Voluntary Voting System Guidelines of Aug. 2007, contains requirements for the usability of documentation used by poll workers and election support staff. The approach to testing these requirements has two components: (1) Style guide incorporating best practices for voting system documentation; (2) Test protocol for voting system test labs. to use to measure the usability of instructions supplied by voting system manufacturers for election workers. This style guide sets out guidelines for voting system manufacturers to use to implement best practices in their documentation for poll workers and election support staff.

Writing Successful Reports and Dissertations Lucinda Becker 2014-10-14 Lecturers, request your electronic inspection copy here Are you unsure what your report should look like or how you'll ever finish it in time? Are you freaking out about starting on an extended piece of writing? Help is here! In this handy little book, you'll find expert guidance to enable you to produce a successful report or dissertation. With a focus on developing an effective writing style and argument, this book shows you, step-by-step, how to plan and deliver a perfect piece of writing to gain top marks. Open up to find advice on: What makes dissertations and reports distinctive Organising your time and materials Finding the right planning method for you How to structure your writing successfully Writing good sentences, paragraphs, sections and chapters. Read this book and you're on your way to writing a great report or dissertation! SAGE Study Skills are essential study guides for students of all levels. From how to write great essays and succeeding at university, to writing your undergraduate dissertation and doing postgraduate research, SAGE Study Skills help you get the best from your time at university. Visit the SAGE Study Skills hub for tips, resources and videos on study success!

The Yahoo! Style Guide Chris Barr 2010-07-06 WWW may be an acronym for the World Wide Web, but no one could fault you for thinking it stands for wild, wild West. The rapid growth of the Web has meant having to rely on style guides intended for print publishing, but these guides do not address the new challenges of communicating online. Enter The Yahoo! Style Guide. From Yahoo!, a leader in online content and one of the most visited Internet destinations in the world, comes the definitive reference on the essential elements of Web style for writers, editors, bloggers, and students. With topics that range from the basics of grammar and punctuation to Web-specific ways to improve your writing, this comprehensive resource will help you: - Shape your text for online reading - Construct clear and compelling copy - Write eye-catching and effective headings - Develop your site's unique voice - Streamline text for mobile users - Optimize webpages to boost your chances of appearing in search results - Create better blogs and newsletters - Learn easy fixes for your writing mistakes - Write clear user-interface text This essential sourcebook—based on internal editorial practices that have helped Yahoo! writers and editors for the last fifteen years—is now at your fingertips.

Die 1%-Methode - Minimale Veränderung, maximale Wirkung James Clear 2020-04-21 Das Geheimnis des Erfolgs: »Die 1%-Methode«. Sie liefert das nötige Handwerkszeug, mit dem Sie jedes Ziel erreichen. James Clear, erfolgreicher Coach und einer der führenden Experten für Gewohnheitsbildung, zeigt praktische Strategien, mit denen Sie jeden Tag etwas besser werden bei dem, was Sie sich vornehmen. Seine Methode greift auf Erkenntnisse aus Biologie, Psychologie und Neurowissenschaften zurück und funktioniert in allen Lebensbereichen. Ganz egal, was Sie erreichen möchten - ob sportliche Höchstleistungen, berufliche Meilensteine oder persönliche Ziele wie mit dem Rauchen aufzuhören -, mit diesem Buch schaffen Sie es ganz sicher.

Scholarly Resources for Children and Childhood Studies Vibiana Bowman 2007-02-08 Drawing together contributions from some of the leading scholars in the interdisciplinary field of children and childhood studies (CCS), this guided approach to literature searching in CCS provides background information about interdisciplinary study in general, and CCS in particular, as well as an outline of basic research practices.

Targeted Regulatory Writing Techniques: Clinical Documents for Drugs and Biologics Linda Fossati Wood 2009-01-05 This book describes the authors' standard or 'best' practices used in writing regul- ed clinical documents for the drug and biologics industry. The fundamental premise of this book is that the end (documents submitted to a health authority) is dep- dent on the beginning (the planning and strategy that go into organizing written documentation). Each regulatory document inherently exists within a constellation of related documents. This book attempts to show the relationships between and among these documents and suggests strategies for organizing and writing these documents to maximize efficiency while developing clear and concise text. At all times, and irrespective of applicable laws and guidelines, good communication skills and a sense of balance are essential to adequately, accurately, and clearly describe a product's characteristics. At no time should the reader perceive these suggestions to be the only viable solution to writing regulatory documents nor should the reader expect that these suggestions guarantee product success. The audience for this book is the novice medical writer, or those who would like to explore or enhance regulatory-writing skills. We assume the reader will have a basic understanding of written communication, but little experience in applying this skill to the task of regulatory writing. Extensive knowledge of science, clinical me- cine, mathematics, or regulatory affairs law is not required to use the best practices described in this book.

The Computer Based Training Handbook William W. Lee 1995

Fiction Writing & Style Guide Ernest Bywater 2019-12-02 This book is a combination and expansion of my previous guides to help new authors. It has a primary focus on the writing of fiction stories. It starts with what you need to consider before you start to write. It doesn't cover all the aspects of grammar, only those where you need to vary from the English grammar used in business or formal English. The guide covers the areas where I've had the most problems in the past, and seen other authors have issues with the existing style guides for business and academic works. This book of 42,500 words replaces my previous three guides - Writer Guide, Fiction Style Guide, and Make a Good E-pub. It also includes some instruction on how to make a good HTML file from your story. Includes a new expanded CSS style sheet and creating an e-pub from html page.

The Web Content Style Guide Gerry McGovern 2002 As quality becomes ever more critical in differentiating successful websites, the need for a professional approach to your content is growing. The Web Content Style Guide provides a set of standards and rules to ensure consistent quality content and a flawless service to your readers.

Becoming a Behavioral Science Researcher Rex B. Kline 2008-08-21 This book has been replaced by *Becoming a Behavioral Science Researcher, Second Edition*, ISBN 978-1-4625-3879-9.

A Guide to Customer Service Skills for the Service Desk Professional Donna Knapp 2014-05-12 A GUIDE TO CUSTOMER SERVICE SKILLS FOR THE SERVICE DESK PROFESSIONAL, the definitive service desk text now available in a fully revised fourth edition, teaches technical professionals the skills and work habits needed to successfully interact with customers and achieve job satisfaction. Each chapter describes a specific business skill, soft skill, or self-management skill required to deliver effective technical customer support while providing proven, how-to techniques for mastering that skill. Research and references have been updated in each chapter, and the latest ITIL vocabulary and concepts are reflected throughout the text. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Writer's Guide to Good Style Katherine Lapworth 2019-01-23 LEARN HOW TO LIFT YOUR CREATIVE WRITING BY EMPLOYING A GOOD WRITING STYLE. Do you want to write more effectively, correctly and in a manner which is appropriate for this brave new world of text speak and blogging? Whether you are a professional writer, or writing for your profession, a journalist, non-fiction writer, or simply a would-be blogger, you will find essential guidance and the latest style rules in this book. It contains firstly a detailed breakdown of both the rules of grammar, punctuation and spelling and, secondly, a guide to making your work readable, structured and well-paced. Unlike any other style guide, it also sets out the new and evolving rules for 21st century writing such as blogging, chatrooms, and even PowerPoint presentations. ABOUT THE SERIES The Teach Yourself Creative Writing series helps aspiring authors tell their story. Covering a range of genres from science fiction and romantic novels, to illustrated children's books and comedy, this series is packed with advice, exercises and tips for unlocking creativity and improving your writing. And because we know how daunting the blank page can be, we set up the Just Write online community at tjustwrite, for budding authors and successful writers to connect and share.

The Times Style Guide: A practical guide to English usage Ian Brunskill 2022-05-12 The official style guide followed by The Times and The Sunday Times. Uncover the rules, conventions and policies on spelling, grammar and usage followed by the journalists, contributors and editors working on the Times and Sunday Times newspapers. Now updated with all the latest policy decisions.

Writing and Editing for Digital Media Brian Carroll 2017-06-26 Writing and Editing for Digital Media teaches students how to write effectively for digital spaces—whether writing for an app, crafting a story for a website, blogging, or using social media to expand the conversation. The lessons and exercises in each chapter help students build a solid understanding of the ways that digital communication has introduced opportunities for dynamic storytelling and multi-directional communication. With this accessible guide and accompanying website, students learn not only to create content, but also to become careful, creative managers of that content. Updated with contemporary examples and pedagogy, including examples from the 2016 presidential election, and an expanded look at using social media, the third edition broadens its scope, helping digital writers and editors in all fields, including public relations, marketing, and social media management. Based on Brian Carroll's extensive experience teaching a course of the same name, this revised and updated edition pays particular attention to opportunities presented by the growth of social media and mobile media. Chapters aim to: Assist digital communicators in understanding the socially networked, increasingly mobile, always-on, geomapped, personalized media ecosystems; Teach communicators to approach storytelling from a multimedia, multi-modal, interactive perspective; Provide the basic skill sets of the digital writer and editor, skill sets that transfer across all media and most communication and media industries, and to do so in specifically journalistic and public relations contexts; Help communicators to put their audiences first by focusing attention on user experience, user behavior, and engagement with their user bases; Teach best practices in the areas of social media strategy, management, and use.

Writing and Representing Qualitative Research Maria K. E. Lahman 2021-08-31 This book addresses foundational areas of qualitative writing (such as journal articles and dissertations), aesthetic representations (including poetry and autoethnography), publishing, and reflexivity in representation in one practical and engaging text based on real experiences. Author Maria K.E. Lahman draws on her experiences as a qualitative research professor and writing instructor, and as someone who has published widely in scholarly journals, employing both traditional and more innovative forms of writing. The first part of the book covers writing tips; how to represent data; how to write a qualitative thematic journal article; how to write a qualitative dissertation; and provides guidance on the publication process. The second part encourages the qualitative researcher to move beyond traditional forms of writing and consider how qualitative research can be represented more aesthetically: as poems, autoethnographies, and visually. The book concludes with a chapter on reflexivity in research representations. Throughout, the author provides vivid examples from her own work, and that of graduate students and colleagues.

The IBM Style Guide Francis DeRespinis 2012 Straight from IBM: complete, proven guidelines for writing consistent, clear, concise, consumable, reusable, and easy to- translate content Brings together everything IBM has learned about writing outstanding technical and business content.

Software Engineering at Google Titus Winters 2020-02-28 Today, software engineers need to know not only how to program effectively but also how to develop proper engineering practices to make their codebase sustainable and healthy. This book emphasizes this difference between programming and software engineering. How can software engineers manage a living codebase that evolves and responds to changing requirements and demands over the length of its life? Based on their experience at Google, software engineers Titus Winters and Hyrum Wright, along with technical writer Tom Manshreck, present a candid and insightful look at how some of the world's leading practitioners construct and maintain software. This book covers Google's unique engineering culture, processes, and tools and how these aspects contribute to the effectiveness of an engineering organization. You'll explore three fundamental principles that software organizations should keep in mind when designing, architecting, writing, and maintaining code: How time affects the sustainability of software and how to make your code resilient over time How scale affects the viability of software practices within an engineering organization What trade-offs a typical engineer needs to make when evaluating design and development decisions

Bird by bird - Wort für Wort Anne Lamott 2004

Good Grammar for Students Howard Jackson 2005-08-10 Many students set out in further and higher education with little grounding in the skills required for academic writing. This practical guide will give students a command of grammar, spelling and punctuation, enabling them to improve the quality and accuracy of their writing. Good Grammar for Students includes: the basics of English grammar - how sentences are structured help with spelling and punctuation tips on avoiding the most common mistakes and pitfalls advice on how students can improve their writing in essays, reports and projects. The book is packed with examples to illustrate points and highlight good and bad practice, and contains handy tips and student exercises. An indispensable companion for undergraduate students on any Social Science, Humanities or Arts degree course, Good Grammar for Students is also an ideal text for Study Skills modules at first year undergraduate level across the social sciences. SAGE Study Skills are essential study guides for students of all levels. From how to write great essays and succeeding at university, to writing your undergraduate dissertation and doing postgraduate research, SAGE Study Skills help you get the best from your time at university. Visit the SAGE Study Skills hub for tips, resources and videos on study success!

Good Word Guide Martin Manser 2011-08-28 Our language is changing faster than ever before, thanks to the influence of the media, e-mail, the internet and text messaging. Modern communications are breaking down distinctions between formal and informal English, raising ever more questions as to how to speak and write correctly. This fully updated edition of the bestselling Good Word Guide offers information and advice on spelling, grammar, punctuation, pronunciation, confusables and the latest buzzwords, and provides clear, straightforward answers to everyday language problems. With a foreword by Martin Cutts, Research Director, Plain Language Commission. 'In every sense, a good word guide' Times Educational Supplement 'This intelligent guide is an essential addition to the bookshelves of all readers and writers' Good Book Guide

The PublishAmerica Style Guide PublishAmerica 2011-11 It doesn't take an English degree to be able to write; however, it does take a little effort and determination to be a good writer. Many good writers find themselves having to double-check their work to ensure the word they've chosen is the correct one, or that their format conforms to standards. A writer's work never seems to be finished, but if you learn these basic rules, you may just know exactly when enough is enough. "

The Insider's Guide to Technical Writing Krista Van Laan 2022-04-04 The first edition of Krista Van Laan's popular The Insider's Guide to Technical Writing has guided a generation of technical writers who are either starting out or seeking to take their skills to the next level. This classic has now been updated for the technical writer of today. Today's tech writers truly are technical communicators, as they build information to be distributed in many forms. Technical communication requires multiple skills, including an understanding of technology, writing ability, and great people skills. Wherever you are in your journey as a technical communicator, The Insider's Guide to Technical Writing can help you be successful and build a satisfying career.

Learn Good Business Writing and Communication (Collection) Natalie Canavor 2013-08-08 The Truth About the New Rules of Business Writing shows you how to master the art of effective business communication replacing the old standards of jargon, pomposity, and grammar drills with a simple, quick, and conversational writing style. Authors Natalie Canavor and Claire Meiorowitz demonstrate how to plan and organize your content, make your point faster, tell your readers what's in it for them, construct winning documents of every kind—print, electronic, and even blog entries and text messages! The Truth about the New Rules of Business Writing brings together the field's best knowledge and shows exactly how to put it to work. With an "aha" on every page, it presents information in a clear, accessible style that's easy to understand and use. Written in short chapters, it covers the entire field, cuts to the heart of every topic, pulls back the curtain on expert secrets, and pops the bubble of commonly-held assumptions. Simply put, this book delivers easy, painless writing techniques that work. *FranklinCovey Style Guide: For Business and Technical Communication* can help any writer produce documents that achieve outstanding results. Created by FranklinCovey, the world-renowned leader in helping organizations enhance individual effectiveness, this edition fully reflects today's online media and global business challenges. The only style guide used in FranklinCovey's own renowned Writing Advantage™ programs, it covers everything from document design and graphics to sentence style and word choice. This edition includes extensive new coverage of graphics, writing for online media, and international business English.

Mastering Swift 3 Jon Hoffman 2016-10-25 Dive into the latest release of the Swift programming language with this advanced Apple development book About This Book Discover the new features and improvements to Swift 3 Get to grips with advanced design patterns and techniques to write smarter, cleaner Swift code Become a more fluent Swift developer and build powerful, impressive iOS and OS X applications. Who This Book Is For This book is for developers who want to dive into the newest version of Swift. If you are a developer that learns best by looking at, and working with code, then this book is for you. A basic understanding of Apple's tools is beneficial but not mandatory. What You Will Learn Dive into the core components of Swift 3.0, including operators, collections, control flow, and functions Create and use classes, structures, and enums Understand object-oriented Swift and see how to tackle inheritance, protocols, and extensions Develop a practical understanding of subscripts, optionals, and closures See how to use the new protocol extension and error handling features of Swift 3.0 Add concurrency to your applications using Grand Central Dispatch In Detail Swift is the definitive language of Apple development today. It's a vital part of any iOS and OS X developer's skillset, helping them to build the most impressive and popular apps on the App Store—the sort of apps that are essential to iPhone and iPad users every day. With version 3.0, the Swift team have added new features to improve the development experience—making it easier to get the results you want and customers expect. Inside, you'll find the key features of Swift 3.0 and quickly learn how to use the newest updates to your development advantage. From Objective-C interoperability to ARC, to closures and concurrency, this advanced Swift guide will develop your expertise and make you more fluent in this vital programming language. We give you in-depth knowledge of some of the most sophisticated elements of Swift development including protocol extensions, error-handling, design patterns, and concurrency, and guide you on how to use and apply them in your own projects. You'll see how even the most challenging design patterns and programming techniques can be used to write cleaner code and to build more performant iOS and OS X applications. By the end of this book, you'll have a handle on effective design patterns and techniques, which means you'll soon be writing better iOS and OS X applications with a new level of sophistication and control. Style and approach Packed with practical examples that show you how to put the concepts you learn into practice quickly, we'll take you through some of the most advanced and sophisticated elements of the language in a practical and actionable way. You can also download the code to use yourself

Writing and Speaking in the Technology Professions David F. Beer 2003-07-04 An updated edition of the classic guide to technical communication Consider that 20 to 50 percent of a technology professional's time is spent communicating with others. Whether writing a memo, preparing a set of procedures, or making an oral presentation, effective communication is vital to your professional success. This anthology delivers concrete advice from the foremost experts on how to communicate more effectively in the workplace. The revised and expanded second edition of this popular book completely updates the original, providing authoritative guidance on communicating via modern technology in the contemporary work environment. Two new sections on global communication and the Internet address communicating effectively in the context of increased e-mail and web usage. As in the original, David Beer's Second Edition discusses a variety of approaches, such as: * Writing technical documents that are clear and effective * Giving oral presentations more confidently * Using graphics and other visual aids judiciously * Holding productive meetings * Becoming an effective listener The new edition also includes updated articles on working with others to get results and on giving directions that work. Each article is aimed specifically at the needs of engineers and others in the technology professions, and is written by a practicing engineer or a technical communicator. Technical engineers, IEEE society members, and technical writing teachers will find this updated edition of David Beer's classic Writing and Speaking in the Technology Professions an invaluable guide to successful communication.

Grammar and Style Mark Peters PhD 2014-02-04 Writing and speaking with correct grammar and style is the key to getting ahead in business and life. For many, however, mastering the details of grammar is a slow and painful process. The Idiot's Guide®: Grammar and Style makes learning and using proper grammar clear and easy. In this book, readers get: Clear, no-nonsense explanations and examples that make learning the finer points of English grammar easy. An easy way to remember the parts of speech—including nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions, and interjections—and how to assemble them into clear clauses, phrases, sentences, and paragraphs. Help with the mechanics of writing, including proper punctuation, capitalization, and spelling. Tips on avoiding and fixing the most common errors. Plentiful in-book exercises to reinforce learning for each topic. A review of the various references and style guides available and how and when to use them. A thorough guide to writing with clarity and conciseness, which gives more impact to letters, emails, and other documents.

Web Style Guide, 4th Edition Patrick J. Lynch 2016-08-23 A classic reference book on user interface design and graphic design for web sites, updated to reflect a rapidly changing market Consistently praised as the best volume on classic elements of web site design, Web Style Guide has sold many thousands of copies and has been published around the world. This new revised edition confirms Web Style Guide as the go-to authority in a rapidly changing market. As web designers move from building sites from scratch to using content management and aggregation tools, the book's focus shifts away from code samples and toward best practices, especially those involving mobile experience, social media, and accessibility. An ideal reference for web site designers in corporations, government, nonprofit organizations, and academic institutions, the book explains established design principles and covers all aspects of web design—from planning to production to maintenance. The guide also shows how these principles apply in web design projects whose primary concerns are information design, interface design, and efficient search and navigation.

Mastering Swift 3 - Linux Jon Hoffman 2017-01-02 Learn to build fast and robust applications on the Linux platform with Swift About This Book Create robust applications by building a strong foundation in the Swift Language Utilize Swift 3 on the embedded Linux platform for IoT and Robotic projects Build more flexible and high-performing applications on desktop, server, and embedded Linux platforms Who This Book Is For This book is for Linux developers who are interested in quickly learning how to use Swift to create exciting applications on Linux platforms. What You Will Learn Install Swift on the Linux platform Explore the power of the Swift language Get to know the proper design techniques Understand Swift's new Core Library Implement popular design patterns with Swift Integrate C libraries with Swift Using Swift on Single-Board Computers Learn how to add concurrency to your application with Grand Central Dispatch Learn how to work with

Swift Generics Learn how to use the Protocol-Oriented design paradigm In Detail Swift is a modern, fast, and safe programming language created by Apple. Writing Swift is interactive and fun, the syntax is concise yet expressive, and the code runs lightning-fast. Swift's move to open source has been embraced with open arms and has seen increased adoption in the Linux platform. Our book will introduce you to the Swift language, further delving into all the key concepts you need to create applications for desktop, server, and embedded Linux platforms. We will teach you the best practices to design an application with Swift 3 via design patterns and Protocol-Oriented Programming. Further on, you will learn how to catch and respond to errors within your application. When you have gained a strong knowledge of using Swift in Linux, we'll show you how to build IoT and robotic projects using Swift on single board computers. By the end of the book, you will have a solid understanding of the Swift Language with Linux and will be able to create your own applications with ease. Style and approach This easy-to-follow, code-rich guide is filled with examples that demonstrate how to put the concepts into practice. You'll also get design patterns and best practices to get you writing better applications on the Linux platform.

The Economist Style Guide Ann Wroe 2018-05-03 Over a million copies sold Clear writing is the key to clear thinking. So think what you want to say, then say it as simply as possible. That's the thinking that underpins this much-loved guide, and the mantra for anyone wanting to communicate with the clarity, style and precision for which The Economist is renowned. The Economist Style Guide guides the reader through the pleasures and pitfalls of English usage. It offers advice on the consistent use of punctuation, abbreviations and capital letters, identifies common errors and clichés and contains an exhaustive range of reference material - covering everything from business ratios to mathematical symbols and common Latin phrases. It also tackles the key differences between British and American English. But this is no ordinary guide to English usage. It has a wit, verve and flair which make it much more than a simple work of reference. Here are just some examples: - anticipate does not mean expect. Jack and Jill expected to marry; if they anticipated marriage, only Jill might find herself expectant. - Take care with between. To fall between two stools, however painful, is grammatically acceptable. To fall between the cracks is to challenge the laws of physics. - critique is a noun. If you want a verb, try criticise. - use words with care. If This door is alarmed, does its hair stand on end? The Economist Style Guide is required reading for anyone who wants to communicate with style.

Best Practices for Technical Writers and Editors, Video Enhanced Edition (Collection) Francis DeRespinis 2012-04-13 Normal 0 false false false MicrosoftInternetExplorer4 A brand new collection of state-of-the-art insights for technical writers, editors, and content managers...in a convenient e-format, at a great price! Three outstanding IBM Press eBooks plus exclusive video walkthroughs help you maximize the value and effectiveness of your technical communications—in all media, for all audiences, everywhere! (Enhanced eBook) This package brings together unsurpassed IBM eBook and video resources for creating clearer, more usable, more effective technical communication. For one low price, you get three outstanding IBM Press books in industry-standard ePub format, plus exclusive video demonstrations walking through many key topics and techniques on DITA, step-by-step! The IBM Style Guide: Conventions for Writers and Editors distills IBM's best wisdom for developing higher-quality content across all media, authors, and geographic locations. It delivers up-to-the minute guidance on topic-based writing; writing for diverse media and global audiences; organizing, structuring, and linking information; maximizing accessibility; documenting interfaces and procedures; and much more. Next, in DITA Best Practices: A Roadmap for Writing, Editing, and Architecting in DITA, three pioneering implementers show how to use DITA to maximize the value of technical documentation, and offer a complete roadmap for successful DITA adoption and usage. The authors answer crucial questions "official" DITA documents ignore, including: "Where do you start?" and "How do you avoid the pitfalls?" Discover proven best practices for developing effective topics, short descriptions, and content architecture, plus "in-the-trenches" solutions for ensuring quality implementations and accurate, cost-effective content conversion, including video demonstrations. Finally, Developing Quality Technical Information: A Handbook for Writers and Editors, Second Edition, presents today's most systematic, well-proven approach to creating great documentation. Learn how to focus on the right tasks and topics; say more with fewer words; use organization to deliver faster access; streamline and improve reviews; and much more. Packed with before-and-after examples, illustrations, and checklists, this book addresses crucial topics ranging from internationalization to retrievability to visual effectiveness. Whether you're a writer, editor, reviewer, or manager, if you want to create outstanding content, you'll find this collection absolutely indispensable. From expert IBM and IBM Press publication professionals Francis DeRespinis, Peter Hayward, Jana Jenkins, Amy Laird, Leslie McDonald, Eric Radzinski, Laura Bellamy, Michelle Carey, Jenifer Schlotfeldt, Gretchen Hargis, Ann Kilty Hernandez, Polly Hughes, Deirdre Longo, Shannon Rouiller, and Elizabeth Wilde. Important note: Due to the incredibly rich media included in your enhanced eBook, you may experience longer than usual download times. Please be patient while your product is delivered.

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