



What Not to Write - A Guide to the Dos and Don'ts of Good English (New & Updated)

Kay Sayce

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This is a pocket-sized, information-packed and entertaining guide that has been compiled on the basis of long experience in helping people produce documents written in good English, with the underlying message that simple English is the best English. “What not to Write” deals with all those awkward issues – acronyms, ambiguity, American-English, bureaucratese, business English, captions, cliches, grammar, hyphens, jargon, punctuation, quotations, sexist writing, spelling, writing letters and much, much more. Writing English should be a pleasure and although there are rules and conventions, as this book shows, they should be used as a foundation on which to build the confidence to explore the richness and versatility of the language and to put the message across, clearly and simply, in a way that will capture the reader’s attention. This handy reference book will be a vital tool for anyone working with the written word, particularly those who write client/company reports, theses, professional papers – students and professionals alike will benefit from having a copy to hand.

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