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Uncommon Law of Learned Writing 2.0 Chinua Asuzu,2023-09-10 As lawyers we must not in hot pursuit of common law outrun common sense The dread of that eventuality prompted this book Uncommon Law of Learned Writing 2 0 promotes common sense in legal language Plain language which is commonsensical broadens access to legal documents thus democratizing the law If democracy is

government of the people by the people and for the people law is the language in which government interacts with the people it s the language of democracy The people whose government speaks through law must understand what is said No democratic society should brook legalese a dense verbose dialect known only to lawyers What then should society do to redress the lawyer induced obscurity A Shakespearean character had an alarming proposal The first thing we do let s kill all the lawyers Apparently that proposal was not enthusiastically endorsed which explains why we re still here A milder remedy enrolling lawyers in language classes has been mooted which explains why this book is in your hands Uncommon Law of Learned Writing 2 0 motivates lawyers to prefer plain language to the legalese and verbosity that have besmirched legal writing for centuries This book is as sweeping and authoritative a treatment of its subject as you can find anywhere

**Language and Intercultural Communication in the Workplace** Hans J. Ladegaard, Christopher Jenks, 2018-04-19 From language classrooms to outdoor markets the workplace is fundamental to socialisation It is not only a site of employment where money is made and institutional roles are enacted through various forms of discourse it is also a location where people engage in social actions and practices The workplace is an interesting research site because of advances in communication technology cheaper and greater options for travel and global migration and immigration Work now requires people to travel over great geographical distances communicate with cultural others located in different time zones relocate to different regions or countries and conduct business in online settings The workplace is thus changing and evolving creating new and emerging communicative contexts This volume provides a greater understanding of workplace cultures particularly the ways in which working in highly interconnected and multicultural societies shape language and intercultural communication The chapters focus on critical approaches to theory and practice in particular how practice is used to shape theory They also question the validity and universality of existing models Some of the predominant models in intercultural communication have been criticised for being Eurocentric or Anglocentric and this volume proposes alternative frameworks for analysing intercultural communication in the workplace This book was originally published as a special issue of Language and Intercultural Communication

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**Model Business Letters, E-mails & Other Business Documents** Shirley Taylor (Cert. Ed.), 2004

Model Business Letters, E-mails & Other Business Documents, 6/e Shirley Taylor, 1992

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**Modern Business Letters, Emails and Other Documents**, 2016

*Model Business Letters* Leonard Gartside, 1992 A text for students following a general business commercial or professional examination course that includes letter writing as a requirement It covers the rules of good writing the structure of the modern business letter and includes a number of sample letters and exercises

**New York Times Saturday Review of Books and Art**, 1970

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*Biao Zhun Ying Wen Shang Ye Shu Xin* Leonard Gartside, 1981

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*Model Business Letters*, 1996      **Strategic Business Letters and E-mail** Sheryl Lindsell-Roberts, 2004 E mail and computer keyboards may have replaced dictation and typewriters in the business world but the importance of clear and effective written communication has never been greater In her all new book business writing expert Sheryl Lindsell Roberts offers practical advice on writing messages guaranteed to get results Drawing on her experience leading writing workshops for Fortune 500 companies Lindsell Roberts walks the reader through a variety of letter writing exercises and shows how a well crafted message can make any writer stand out in the crowd Getting from a blank page or screen to a results oriented message is easy with Lindsell Roberts s proven Six Step Process And numerous tips and reminders help make the central point that a successful message should always focus on what the primary reader needs to know Best of all Strategic Business Letters and E mail is designed to save the user time and effort Specific chapters on such areas as sales and marketing customer relations and personal business offer hundreds of sample letters memos and e mail messages that can be used verbatim or with minimal alteration to fit a particular circumstance Opening this invaluable book is the first step to jump starting effective business communication      [The McGraw-Hill Handbook of More Business Letters](#) Ann Poe, 1998-07-22 Over 300 time saving model business letters A virtual business in a book The McGraw Hill Handbook of More Business Letters helps you smoothly and effectively handle just about any business scenario you ll ever encounter From product announcements to responses to complaints From hard working sales letters to contract negotiations nondisclosure agreements requests for payment and scores more Here are 300 new time and work saving letters you can use to avoid procrastination and unprofessional delays Author Ann Poe who also wrote the popular McGraw Hill Handbook of Business Letters puts even more useful up to date information at your fingertips Suggestions on how to get the most from your computer Guidance on form and style to make your letters memos and faxes look great Tips for using e mail to its best advantage Advice on security and protecting private business information Get your copy today

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