

Handbook Of Nonsexist Writing

The Handbook of Non-sexist Writing - Casey Miller 1981

English language guide to the use of non-sexist writing and speaking in order to avoid sex discrimination therein - notes discrepancies between social change and language habits, and covers linguistics problems, e.g. "Man" as a false generic, use of "he" and "she", names and titles, etc. Illustrated by quotations from British newspapers. Bibliography pp. 110 to 114.

Garner on Language and Writing - Bryan A. Garner 2009

Since the 1987 appearance of *A Dictionary of Modern Legal Usage*, Bryan A. Garner has proved to be a versatile and prolific writer on legal-linguistic subjects. This collection of his essays shows both profound scholarship and sharp wit. The essays cover subjects as wide-ranging as learning to write, style, persuasion, contractual and legislative drafting, grammar, lexicography, writing in law school, writing in law practice, judicial writing, and all the literature relating to these diverse subjects.

Secular Faith - Mark A. Smith 2015-09-11

When Pope Francis recently answered "Who am I to judge?" when asked about homosexuality, he ushered in a new era for the Catholic church. A decade ago, it would have been unthinkable for a pope to express tolerance for homosexuality. Yet shifts of this kind are actually common in the history of Christian groups. Within the United States, Christian leaders have regularly revised their teachings to match the beliefs and opinions gaining support among their members and larger society. Mark A. Smith provocatively argues that religion is not nearly the unchanging conservative influence in American politics that we have come to think it is. In fact, in the long run, religion is best understood as responding to changing political and cultural values rather than shaping them. Smith makes his case by charting five contentious issues in America's history:

slavery, divorce, homosexuality, abortion, and women's rights. For each, he shows how the political views of even the most conservative Christians evolved in the same direction as the rest of society—perhaps not as swiftly, but always on the same arc. During periods of cultural transition, Christian leaders do resist prevailing values and behaviors, but those same leaders inevitably acquiesce—often by reinterpreting the Bible—if their positions become no longer tenable. Secular ideas and influences thereby shape the ways Christians read and interpret their scriptures. So powerful are the cultural and societal norms surrounding us that Christians in America today hold more in common morally and politically with their atheist neighbors than with the Christians of earlier centuries. In fact, the strongest predictors of people's moral beliefs are not their religious commitments or lack thereof but rather when and where they were born. A thoroughly researched and ultimately hopeful book on the prospects for political harmony, *Secular Faith* demonstrates how, over the long run, boundaries of secular and religious cultures converge.

Self-publishing Textbooks and Instructional Materials - Franklin H. Silverman 2004

As the publishing industry evolves and self-publishing becomes more common, many guides have sprung up to help authors through the process; Silverman aims his at fellow academics who are interested in self-publishing textbooks. In addition to general information (the benefits and risks of self-publishing, how it works, technical details, and market

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 Meirowitz 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.

Out of Eden - Beverly J. Stratton 1995-12-01

Out of Eden contributes towards conversations about interpreting scripture. Rather than adopting traditional views (creation and 'fall' or growth), this study integrates literary-critical theories and feminist scholarship to read the Genesis narrative in relation to concerns of contemporary communities. The question of how we might engage the interpretative process and the rhetorical power of texts as we live our lives 'out of Eden' is addressed. Stratton argues that the interpretation of Genesis 2-3 matters, that there are consequences for the actions we take on the basis of our interpretations, and that we should enter the interpretative process only with care.

The Little, Brown Essential Handbook for Writers - Jane E. Aaron

1997

This handy book answers questions about usage, grammar, punctuation, mechanics, research writing, and documentation. With minimal terminology and clear explanations and examples, Jane E. Aaron covers the essentials for writers in and out of school. This second edition offers special sections on nonsexist language, document design, job applications, E-mail, ESL pointers for nonnative speakers, and citing sources (including electronic sources) across the curriculum.

The Handbook of Nonsexist Writing - Casey Miller 2001

Man, he brotherhood, founding fathers. It is argued that such words are and always have been used by educated people to encompass all humanity—men and women. Psychological and historical research in the past few years has produced evidence to the contrary: for most people “false generics” seldom if ever convey a female image, nor are they ancient unchangeable rules of the English grammar that have always been used by the educated. Using hundreds of examples, mostly from published sources, the authors illustrate what certain words are saying to us on a subliminal level. Solutions are supplied that range from word substitutions to suggestions for rewriting. Without a trace of self-conscious righteousness, and with refreshing humor, Miller and Swift provide surprising insights into the English language and the ways in which people use it and are used by it. They demonstrate that to be in command of the language, we must find clear, convincing, and graceful ways to convey our ideas accurately. We must recognize and replace exclusive, distorting, ambiguous, and injurious words.

Writing and Developing Your College Textbook - Mary Ellen Lepionka 2008

This is the comprehensively revised second edition of a popular professional book on textbook writing and finding one's way in the higher education publishing world--for academic authors and editors, college instructors, and instructional designers. The second edition has two new chapters on the latest industry trends--such as the pricing revolt, open access movement, and wiki-textbook phenomenon, and on the use of learning objectives to structure textbook package development. Every

chapter features new sections, links, forms, models, or examples from an even greater range of college courses. Contains updated and expanded appendices, glossary entries, references, bibliography entries, and index. BISAC: Language Arts & Disciplines/Authorship and Publishing *Writing That Means Business* - Ellen Roddick 2010-05

In *Writing That Means Business*, Ellen Roddick, draws on her WriteAssets(R) seminars for Fortune 500 companies to put the fundamentals of clear, concise, convincing business writing at your fingertips. This comprehensive guide will teach you how to: - Streamline reports and memos for maximum impact - Control your tone-when to be formal or friendly, humorous or diplomatic - Map your ideas before you write - Edit your own writing - And much more Whether you are on the way up or already at the top, *Writing That Means Business* shows you a sure-fire way to sharpen your competitive edge.

The Handbook of Non-sexist Writing for Writers, Editors and Speakers - 1984

Quick & Painless Business Writing - Susan Benjamin 2007-01-01

Yes, you can improve your writing without memorising endless rules, perusing checklists of do's and don'ts or revisiting the lessons of secondary school. *Quick & Painless Business Writing* reveals secrets that will eliminate business-writing phobias and faux pas and help you create outstanding documents that get optimal results. First, you'll learn that grammar is not a collection of stagnant rules you'd better follow (or else), but an ever-changing set of principles with plenty of choices. Then you'll discover secrets about writing your English teachers never told you: the secret power of nouns, the destructive force of innocent-seeming verbs and the way sentence structure can elicit certain responses. You'll happily replace what you learned about structure with an altogether new understanding of how to open, develop and close your messages. Even better, you'll learn how to build a cohesive message quickly, with little need for rewriting.

The Handbook of Nonsexist Writing - Kate Swift 2001-01-11

Professional Writing Guide - Roslyn Petelin 2023-04-14

The *Professional Writing Guide* is for people who wish to improve the quality of their documents and the efficiency of their writing. Busy executives and other writers in organisations, who may spend between 30 and 80 per cent of their working time writing, will find it invaluable because it clearly outlines the principles that underlie effective documents. This book will enable executives to write confidently, competently, and persuasively. High quality output is crucial to a company's image and to a professional's own career advancement. Errors in a document can prove expensive. The *Professional Writing Guide* is an indispensable and accessible reference tool as well as a comprehensive style manual for writers who wish to avoid those expensive mistakes and make a positive impression. Written by two long-term professional writing educators with extensive experience of consulting to Australian business and industry, this lively and highly practical book features workable, reliable, and powerful strategies that can be used to systematically eliminate the writing problems of organisational writers.

The Columbia Guide to Standard American English - Kenneth G. Wilson 1996-08-30

In the most reliable and readable guide to effective writing for the Americans of today, Wilson answers questions of meaning, grammar, pronunciation, punctuation, and spelling in thousands of clear, concise entries. His guide is unique in presenting a systematic, comprehensive view of language as determined by context. Wilson provides a simple chart of contexts—from oratorical speech to intimate, from formal writing to informal—and explains in which contexts a particular usage is appropriate, and in which it is not. *The Columbia Guide to Standard American English* provides the answers to questions about American English the way no other guide can with: * an A-Z format for quick reference; * over five thousand entries, more than any other usage book; * sensible and useful advice based on the most current linguistic research; * a convenient chart of levels of speech and writing geared to context; * both descriptive and prescriptive entries for guidance; *

guidelines for nonsexist usage; * individual entries for all language terms. A vibrant description of how our language is being spoken and written at the end of the twentieth century—and how we ourselves can use it most effectively—The Columbia Guide to Standard American English is the ideal handbook to language etiquette: friendly, sensible, and reliable.

Routledge International Encyclopedia of Women - Cheris Kramarae 2004-04-16

For a full list of entries and contributors, sample entries, and more, visit the Routledge International Encyclopedia of Women website. Featuring comprehensive global coverage of women's issues and concerns, from violence and sexuality to feminist theory, the Routledge International Encyclopedia of Women brings the field into the new millennium. In over 900 signed A-Z entries from US and Europe, Asia, the Americas, Oceania, and the Middle East, the women who pioneered the field from its inception collaborate with the new scholars who are shaping the future

of women's studies to create the new standard work for anyone who needs information on women-related subjects.

Fair and Foul - D. Stanley Eitzen 2012-02-16

With revisions and updates throughout, the fifth edition of Fair and Foul explores America's love of sport and also its darker side. Updates include further attention to how race, class, and gender relate to the uneven playing field in sports; a new discussion of sexuality as a divisive factor in sport; and numerous new case studies and examples

The Handbook of Non-sexist Writing for Writers, Editors and Speakers - Casey Miller 1995

Writing and Publishing for Academic Authors - Joseph Michael Moxley 1997

This book offers an inside look at how to publish scholarly articles, book reviews, grants, magazine articles, and commercial and scholarly books.

Quick & Painless Business Writing - Susan F. Benjamin 2008-08-21

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