



Writing with Precision: How to Write So That You Cannot Possibly Be Misunderstood

Jefferson D. Bates

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One of the most popular and respected style guides ever written, this handbook by a seasoned writer with more than forty years of experience offers ten principles and seven axioms that professional writers use to express their thoughts clearly and effectively. This latest edition is expanded to include an extensive glossary of American idiomatic expressions, developed to assist users from other backgrounds and cultures; new chapters with tips on little-known facts of usage, such as compound words, hyphenation, numeration, and capitalization; and explanations of technical problems encountered in writing and editing with tips and exercises to help solve them. For anyone faced with the challenges of written English, **Writing with Precision** can help readers write more clearly, more effectively, and more precisely than they ever have.

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