



Style: Toward Clarity and Grace (Chicago Guides to Writing, Editing, and Publishing)

Joseph M. Williams

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This acclaimed book is a master teacher's tested program for turning clumsy prose into clear, powerful, and effective writing. A logical, expert, easy-to-use plan for achieving excellence in expression, *Style* offers neither simplistic rules nor endless lists of dos and don'ts. Rather, Joseph Williams explains how to be concise, how to be focused, how to be organized. Filled with realistic examples of good, bad, and better writing, and step-by-step strategies for crafting a sentence or organizing a paragraph, *Style* does much more than teach mechanics: it helps anyone who must write clearly and persuasively transform even the roughest of drafts into a polished work of clarity, coherence, impact, and personality.

"Buy Williams's book. And dig out from storage your dog-eared old copy of *The Elements of Style*. Set them side by side on your reference shelf."--Barbara Walraff, *Atlantic*

"Let newcomers discover this, and let their teachers and readers rejoice. It is a practical, disciplined text that is also a pleasure to read."--*Christian Century*

"An excellent book....It provides a sensible, well-balanced approach, featuring prescriptions that work."--Donald Karzenski, *Journal of Business Communication*

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A textbook edition with exercises, *Style* is available from Longman.

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