Punctuation at work: simple principles for achieving clarity and good style

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Abstrak

Good punctuation is more than just a matter of courtesy: in workplace writing, a sentence should yield its meaning instantly. But when punctuation is haphazard, readers need to work to understand or guess at the writer's intent. "Punctuation at Work" provides readers with 18 common sense principles to live by, helping them to avoid time-wasting confusion, questions about professionalism and sometimes even serious and costly miscommunication. From hyphens and semicolons to brackets and quotation marks...all the way to ellipses (and the eternal struggle between 'that' and 'which'), this book shows readers how to use correct punctuation to make meaning clear and emphasize their most important ideas.