



Editing Made Easy: Simple Rules for Effective Writing

Bruce Kaplan

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An earlier version of *Editing Made Easy*, published in Bruce Kaplan's native Australia, has become a best-selling resource for writers in much of the English-speaking world. Because of the different spellings and conventions of American English, it has been unavailable here--until now. The new book is thoroughly revised, updated, expanded, and Americanized. It maintains the attractions of the original--friendly, easy-to-understand rules for improved writing. It's a quick read, and an easy reference for anybody who wants to communicate clearly with American English. The book is non-technical in its approach. It doesn't cover grammatical terms such as *present perfect progressive* or *correlative conjunctions*. It boils grammar and style into a few simple rules that will serve you well whether you are a journalist, a student, a novelist, a business executive, a blogger, or anybody else who would like to make effective use of written language.

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