

# Getting the Words Right: How to Revise, Edit and Rewrite



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Here s the book that covers it all--from dealing with trite phrases, ambiguous references, and the deadly passive verb to making sure you end up saying exactly what you mean.

In Getting the Words Right, Theodore Chcnay breaks down the unwieldy process called "editing" into three manageable

steps: Revision by Reduction, Revision by Rearranging and Revision by Rewording. He shows you how to use each of these techniques to tackle obvious writing problems, such as awkward transitions and wordy sentences, then how to dig deeper to uncover--and fix--the hidden flaws in your emphasis, organization, and style. You'll eavesdrop on his analyses of writing samples from students, clients--even his own work--and practice taking sentences apart, reassembling them, cutting excess words, and rearranging paragraphs all to help you replace haphazard editing attempts with an organized plan. The beauty of Cheney's system is that it applies to every piece of writing you do: memos, term papers, reports even letters. Getting the Words Right gives you the instruction and reassurance you need to become a more skillful, confident, perceptive writer the kind of writer who can polish a dull piece of fiction or nonfiction into sparkling prose...before your boss or editor sees it.

作者介绍:

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