Revised and expanded U.S. edition

# editing made made simple rules for effective writing

A friendly, practical guide for writers, students, business executives, bloggers, Web developers and anyone else who wants to write well.

bruce kaplan

# **Editing Made Easy Simple Rules For Effective Writing**

**Terry C. Jones** 

#### **Editing Made Easy Simple Rules For Effective Writing:**

Editing Made Easy Bruce Kaplan, 2021-10-19 As the title states this book is designed to be easy to use for all writers It offers straightforward practical guidelines for editing without getting into the weeds of advanced English grammar You will find no loftier technical grammatical terms here such as present perfect progressive correlative conjunctions imperative mood or interrogative adjective However much of the advice in this book is not to be written in stone English is a flexible language and writing a creative calling As you will see there are many acceptable ways for writers to express themselves What you will find in this book is How to avoid the most common errors of grammar and spelling How to spot typographical and factual errors Understanding the styles of print and online media How to make your writing more exciting and dynamic And improving your odds of having your work published The goal of this book is simple to put the odds on the writers side to increase your chances of being published or finding success as a reporter feature writer novelist freelance writer blogger Web developer Web editor communications consultant advertising copywriter speechwriter or public relations consultant in fact anything involving the written word How to Promote Your Book Jan Yager, 2023-01-18 Writing a great book is the easy part Getting people to buy the book is wicked hard Jan's book shows you what promotion to do so you increase the possibility that your book becomes a bestseller Jeffrey Fox bestselling author How to Become a Rainmaker Being an author is 50% creative and 50% promotion Jan Yager's comprehensive and practical book How to Promote Your Book tells authors exactly what they need to know and do to promote their book I m recommending it to all the authors I know including those whose books I share through my Bedside Reading program Jane Ubell Meyer CEO Bedside Reading former TV producer Good Morning America Entertainment Tonight WSJ TV Whether your book is being released through a commercial publisher or an academic press or you are self publishing it as the author you can and should play a crucial role in getting your title seen talked about and sold And while you may watch dozens of authors pitch their books on TV in social media and in bookstores they represent only a fraction of the writers who come out with new books each year What do they know that you don't They know what to do to get attention for themselves and more important for their books and as you will discover in book publishing veteran Jan Yager's How to Promote Your Book you can too The book is divided into three sections Part One begins with a look at promotion basics These include knowing what your book s marketplaces are who your audience is how the media is divided the elements involved in publicity and how to create an effective promotional timeline Once you understand the basics Part Two focuses on the ways to package and market yourself to the various book and media outlets It discusses putting together professional looking press releases and media kits It also explains how to obtain endorsements and reviews as well as how to generate speaking engagements and interviews with journalists bloggers and radio TV and podcast hopes Part Three provides a plan that covers the first three months of an author's publicity program from the day the book is formally released through all the media events that have been lined up Throughout the book you will find insets

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