

The Global English Style Guide

Writing Clear, Translatable Documentation
for a Global Market

John R. Kohl

Global English Style Guide

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Global English Style Guide:

The Global English Style Guide John R. Kohl, 2008-04-08 The Global English Style Guide illustrates how much you can do to make written texts more suitable for a global audience Accompanied by an abundance of clearly explained examples the Global English guidelines show you how to write documentation that is optimized for non native speakers of English translators and even machine translation software as well as for native speakers of English You ll find dozens of guidelines that you won t find in any other source along with thorough explanations of why each guideline is useful Author John Kohl also includes revision strategies as well as caveats that will help you avoid applying guidelines incorrectly Focusing primarily on sentence level stylistic issues problematic grammatical constructions and terminology issues this book addresses the following topics ways to simplify your writing style and make it consistent ambiguities that most writers and editors are not aware of and how to eliminate those ambiguities how to make your sentence structure more explicit so that your sentences are easier for native and non native speakers to read and understand punctuation and capitalization guidelines that improve readability and make translation more efficient and how language technologies such as controlled authoring software can facilitate the adoption of Global English as a corporate standard This text is intended for anyone who uses written English to communicate technical information to a global audience Technical writers technical editors science writers and training instructors are just a few of the professions for which this book is essential reading Even if producing technical information is not your primary job function the Global English guidelines can help you communicate more effectively with colleagues around the world This book is part of the SAS Press program

The Global English Style Guide: Writing Clear, Translatable Documentation for a Global Market (Hardcover Edition) John R. Kohl, 2019-08-22 The Global English Style Guide illustrates how much you can do to make written texts more suitable for a global audience Accompanied by an abundance of clearly explained examples the Global English guidelines show you how to write documentation that is optimized for non native speakers of English translators and even machine translation software as well as for native speakers of English You ll find dozens of guidelines that you won t find in any other source along with thorough explanations of why each guideline is useful Author John Kohl also includes revision strategies as well as caveats that will help you avoid applying guidelines incorrectly Focusing primarily on sentence level stylistic issues problematic grammatical constructions and terminology issues this book addresses the following topics ways to simplify your writing style and make it consistent ambiguities that most writers and editors are not aware of and how to eliminate those ambiguities how to make your sentence structure more explicit so that your sentences are easier for native and non native speakers to read and understand punctuation and capitalization guidelines that improve readability and make translation more efficient and how language technologies such as controlled authoring software can facilitate the adoption of Global English as a corporate standard This text is intended for anyone who uses written English to communicate technical information to a global audience Technical

writers technical editors science writers and training instructors are just a few of the professions for which this book is essential reading Even if producing technical information is not your primary job function the Global English guidelines can help you communicate more effectively with colleagues around the world The Elements of International English Style Edmond H. Weiss,2015-01-28 This easy to use handbook is an essential resource for anyone who needs to write English correspondence for an international business audience In an engaging accessible style it integrates the theory and controversies of intercultural communication with the practical skills of writing and editing English for those who read it as a second language The book emphasizes principles of simplicity and clarity proper etiquette cultural sensitivity appropriate layout and typography and more to increase the chances that a text prepared by a native English speaker will be better understood by a non native speaker It also updates traditional advice with new insights into e mail culture Equally useful for students and professionals in business communication marketing communication and international business The Elements of International English Style is filled with realistic examples problems and projects including 57 specific tactics to internationalize one s English hundreds of before and after comparisons showing the effects of editing for an international audience models of international correspondence practical discussion questions and work projects useful resources for further study including books articles and websites The Copyeditor's Handbook Amy Einsohn,Marilyn Schwartz,2019-05-14 Unstuffy hip and often funny The Copyeditor s Handbook has become an indispensable resource both for new editors and for experienced hands who want to refresh their skills and broaden their understanding of the craft of copyediting This fourth edition incorporates the latest advice from language authorities usage guides and new editions of major style manuals including The Chicago Manual of Style It registers the tectonic shifts in twenty first century copyediting preparing text for digital formats using new technologies addressing global audiences complying with plain language mandates ensuring accessibility and serving self publishing authors and authors writing in English as a second language The new edition also adds an extensive annotated list of editorial tools and references and includes a bit of light entertainment for language lovers such as a brief history of punctuation marks that didn t make the grade the strange case of razbliuto and a few Easter eggs awaiting discovery by keen eyed readers The fourth edition features updates on the transformation of editorial roles in today s publishing environment new applications processes and protocols for on screen editing major changes in editorial resources such as online dictionaries and language corpora new grammar and usage authorities online editorial communities and web based research tools When you re ready to test your mettle pick up The Copyeditor s Workbook Exercises and Tips for Honing Your Editorial Judgment the essential new companion to the handbook **Global Writing for Public Relations** Arhlene A. Flowers,2015-12-07 Global Writing for Public Relations Connecting in English with Stakeholders and Publics Worldwide provides multiple resources to help students and public relations practitioners learn best practices for writing in English to communicate and connect with a global marketplace Author Arhlene Flowers has

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The Personalization Paradox Val Swisher, Regina Lynn Preciado, 2021-03-08 According to Infosys 86% of consumers surveyed indicated that personalized content has some impact on what they purchase and 25% said that personalization plays a large role in their purchases And yet looking at the data two things stand out Most companies say that personalizing the customer experience is a critical must have and they have the statistics to back it up Very few companies believe they are delivering enough personalized content or deliver it well What s holding these companies back from their personalization goals And how can you avoid the pitfalls and make personalization possible with your own enterprise content In this book global content strategy expert Val Swisher and senior content strategist Regina Lynn Preciado show you exactly what it takes to deliver personalized experiences at scale You ll learn Why personalized content is imperative to the enterprise Why so many companies fail to deliver and how to avoid the pitfalls The five dimensions of content standardization How to bring people technology and process together The impact of big data and artificial intelligence The only way to deliver personalized content at scale is to automate the process at the point of delivery And for that to work you ve got to change how you do content The Personalization Paradox Why Companies Fail and How to Succeed at Delivering Personalized Experiences at Scale shows you how

Technical Communication Michael H. Markel, Mike Markel, 2012-01-04 This volume provides students with accessible and easy to follow strategies for tackling the major types of documents from writing reports to job applications Interactive exercises are included to provide engaging scenarios for writing practice

Developing Quality Technical Information Michelle Carey, Moira McFadden Lanyi, Deirdre Longo, Eric Radzinski, Shannon Rouiller, Elizabeth Wilde, 2014-06-23 The 1 Guide to Excellence in Technical Communication

Fully Updated for Embedded Assistance Mobile Search Multimedia and More Direct from IBM's own content design experts this guide shows you how to design product interfaces and technical information that always place users front and center This edition has been fully revised to help you consistently deliver the right content at the right time You'll master today's best practices to apply nine essential characteristics of high quality technical information accuracy clarity completeness concreteness organization retrievability style task orientation and visual effectiveness Coverage Includes Advocating for users throughout the entire product development process Delivering information in an ordered manner by following progressive disclosure techniques Optimizing content so that users can find it from anywhere Streamlining information for mobile delivery Helping users right where they are Whether you're a writer editor information architect user experience professional or reviewer this book shows you how to create great technical information from the product design to the user interface topics and other media Thoroughly revised and updated Extensive new coverage of self documenting interfaces and embedded assistance Updated practical guidelines and checklists Hundreds of new examples

Localizing Employee Communications Ray Walsh, 2019-12-20 Global content in English doesn't get noticed *Localizing Employee Communications* is a practical guide to ending conventional communication practices that stand in the way of effectively reaching employees around the world Adapting for language and culture is critical to reach customers and the same is true for busy employees This book shows you how to navigate some of the biggest challenges in cross border employee communications by partnering with local business units This book argues that the ideal organization translates almost nothing Instead global headquarters provides only back end support to local business units who create and deploy employee content that's appropriate for their culture and local business realities *Localizing Employee Communications* draws on the insight of nearly 30 experts from a variety of communications disciplines including Deborah S Bosley Gerry McGovern Alan Oram Jonathan Phillips Alan J Porter Ann Rockley Carmen Simon and Val Swisher Inside the Book Part I The Landscape In Country Part II Leadership Governance and Budget Part III Low and No Cost Strategies Part IV Capabilities and Resources Glossary Interviewee Biographies Index

Linguistic Research in the Fields of Content Development and Documentation Agota Foris, Andrea

Bolcskei, 2023-02-07 The questions regarding specialized languages are important topics in applied linguistics research A growing number of areas witness the current trend of automation robotization and artificial intelligence AI Therefore converting information into a form that can be understood by machines is of utmost importance in the future These three technological advancements require the precise description of languages consequently the systematic description of the features of specialized languages is one of the current tasks of linguistics This book discusses the changed environment of technical communication the processes and the legal and standardization backgrounds The authors delved into the typological semantic and lexical features of technical texts in the field of technical documentation and also focused on research related to terminology translation and text analysis as well as their relevance in higher education in connection with

documentation content development and technical writing *Global English* Rita Salvi, 2002 **Sprache und Datenverarbeitung**, 2006 *The Major Varieties of English* Hans Lindquist, 1998 *The Elements of International English Style* Edmond H. Weiss, 2015-05-18 This easy to use handbook is an essential resource for anyone who needs to write English correspondence for an international business audience In an engaging accessible style it integrates the theory and controversies of intercultural communication with the practical skills of writing and editing English for those who read it as a second language The book emphasizes principles of simplicity and clarity proper etiquette cultural sensitivity appropriate layout and typography and more to increase the chances that a text prepared by a native English speaker will be better understood by a non native speaker It also updates traditional advice with new insights into e mail culture Equally useful for students and professionals in business communication marketing communication and international business The Elements of International English Style is filled with realistic examples problems and projects including 57 specific tactics to internationalize one s English hundreds of before and after comparisons showing the effects of editing for an international audience models of international correspondence practical discussion questions and work projects useful resources for further study including books articles and websites *The Pacific and Australasia* Kate Burridge, Bernd Kortmann, 2008 This new multimedia textbook covers the phonology morphology and syntax of varieties of English in the Americas and the Caribbean It is accompanied by an interactive CD ROM The articles written by widely acclaimed specialists provide concise and comprehensive information on the phonetic morphological and syntactic characteristics of each variety discussed They are followed by exercises and study questions that can be used for classroom assignments as well as for self study in preparation for exams The multimedia CD ROM contains sound samples speech recordings interactive and synchronized maps an extensive bibliography on relevant research literature and links to pertinent websites **Book Review Index - 2009 Cumulation** Dana Ferguson, 2009-08 Book Review Index provides quick access to reviews of books periodicals books on tape and electronic media representing a wide range of popular academic and professional interests The up to date coverage wide scope and inclusion of citations for both newly published and older materials make Book Review Index an exceptionally useful reference tool More than 600 publications are indexed including journals and national general interest publications and newspapers Book Review Index is available in a three issue subscription covering the current year or as an annual cumulation covering the past year **Varieties of English in Southeast Asia and Beyond** Azirah Hashim, Norizah Hassan, 2006 **Reference and Information Services in the 21st Century** Kay Ann Cassell, Uma Hiremath, 2006 Striking an ideal balance between the practical and the theoretical this text will appeal to LIS educators students and both novice and experienced professionals **BOOK JACKET Annual Bibliography of English Language and Literature** Modern Humanities Research Association, 2007 Includes both books and articles **A Handbook of Varieties of English: Morphology and syntax** Edgar Werner Schneider, Bernd Kortmann, 2004 The Handbook is by far the most thorough

reference work on phonology and the first ever comprehensive overview of the morphology and syntax of varieties of English in the world The Handbook consists of a two volume book accompanied by an interactive CD ROM The genuine speech samples and interactive maps of the CD ROM not only supplement the printed articles by offering lively illustrations of the varieties of English around the world but the material offered can also be used for linguistic research The multimedia material is now also available online Survey Articles The books feature descriptive survey articles that are authored by widely acclaimed specialists in the field and that cover all main national standard varieties distinctive regional ethnic and social varieties major contact varieties as well as major ESL varieties share a common core which makes them invaluable research tools for cross linguistic comparisons provide information on the historical and cultural backgrounds as well as the current sociolinguistic situations in the respective regions serve as state of the art reports on major issues in current research CD ROM The CD ROM not only supplements the printed volumes through interactive access to the varieties but also provides a comprehensive database with a unique collection of speech recordings of English from around the world sound samples that open new perspectives on the varieties of English as speech recordings also constitute the central aspect of research students as well as professional academics will feel encouraged to use the material for new investigations interactive and synchronized maps that allow either phonological or morphosyntactic grammatical comparisons extensive bibliographies on the relevant research literature links to pertinent websites Online Version The online version provides departments of English and Linguistics with the opportunity to make the multimedia tools simultaneously available to a wider number of faculty members and students instructors can deploy the sound samples and interactive maps to enhance their classroom presentations and to highlight important language features researchers are provided with a database of multimedia material for further study students can employ the data when working on classroom assignments Together the books and the CD ROM are an indispensable reference work and research tool for sociolinguists dialectologists phonologists grammarians typologists and specialists in contact languages and varieties of English around the world Given its accessible style and its rich auditory and visual support this Handbook is also ideally suited not only for professional academics but also for undergraduate and graduate students The editors are responsible for the following topics Kate Burridge Bernd Kortmann Australia Pacific Archipelagos Bernd Kortmann British Isles Morphology and Syntax Rajend Mesthrie Africa South and Southeast Asia Edgar W Schneider The Americas Caribbean Clive Upton British Isles Phonology System requirements for the CD ROM Hardware Pentium 500 MHz or AMD K6 III 500 MHz PowerPC G3 64 MB RAM 16 bit Soundcard Operating Systems Windows 98 NT Me 2000 XP Mac OS 9 x X 10 x Linux any distribution with Kernel 2 0 Supported Browsers Internet Explorer 5 5 or 6 Mac OS Internet Explorer 5 1 Netscape 7 x Mozilla 1 0 Mozilla Firefox 0 8 Plugins Macromedia Flash Player 6 Acrobat Reader

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