

Victorian Government Writing Style Guide

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Victorian Government Writing Style Guide

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Victorian Government Writing Style Guide Full Version

Writing style Guidance on writing plain English content that reflects a modern government voice. Includes readability, audience and voice.

Anyone faced with the task of preparing material for publication needs guidance. This sixth edition of the Style Manual provides guidance and detailed advice on publishing in both print and electronic formats. It represents a substantial revision in response to the rapid and extensive changes that have occurred in publishing since the fifth edition was produced in 1994. The new Style Manual continues to provide detailed information and recommendations on the best practices in design, editing, production and writing. This edition builds on the Style Manual's reputation as an outstanding Australian reference standard for all those who understand the value of effective communication.

This volume reflects the results of a workshop on the investigation of specialized discourse in a diachronic perspective, held within the 15th European Symposium on Language for Special Purposes ('New Trends in Specialized Discourse', Bergamo 2005). The articles deal with developments from the late medieval period to the present day, and the book encompasses studies in which the long-established tradition of domain-specific English is highlighted. The fields of contributions range from scientific to legal to political and business discourse. Special attention is given to argumentation, in an attempt to assess the time-depth of typical rhetorical strategies. Some methodological innovations are introduced in corpus linguistics. Numerous contributions bring new materials to scholarly discussion, as recently released or in-progress 'second-generation' corpora are used as data. Recent changes in present-day legal and scientific writing are also discussed as they witness fast adaptation to new requirements, due to the advent and growing familiarity of new technologies, international law and changes in academia.

Volume 17 of the Australian Dictionary of Biography contains 658 biographies of individuals who died between 1981 and 1990. The first of two volumes for the decade, it presents a colourful mosaic of twentieth-century Australian life. It contains biographies of well-known identities such as Sir Henry Bolte, Sir Robert Askin, Sir Reginald Ansett, Sir Macfarlane Burnet, Sir Raphael and Lady Cilento, Sir Arthur Coles, Robert Holmes-O-Court, Sir Warwick Fairfax, Sir Edmund Herring, Albert Facey, Donald Friend, Sir Roy Grounds, Sir Bernard Heinze and Sir Robert Helpmann. Eminent Australian women in the volume include Dame Elizabeth Cochman, Dame Kate Campbell, Dame Doris Fitton, Dame Zara Holt and Lady (Maie) Casey. Although many of the women achieved prominence in those professions conventionally regarded as the preserve of women, othersandmdashsuch as Ruby Boye-Jones, coast-watcher; Ellen Cashman, union organiser; Elsie Chauvel, film-maker; Dorothy Crawford, radio producer; Ruth Dobson, diplomat; Mary Hodgkin, anthropologist; Margaret Kelly, restaurateur; and Patricia Jarrett, journalistandmdashdemonstrate that some women at least were breaking free of the constraints of traditional expectations. The lives of fifteen Indigenous Australians are included, as are those of a number of immigrants who fled from persecution in Europe to establish a new life in Australia.

Vists our Web site at www.wiley.com/combooks/ Visit the companion Web site at www.Itolweb.com. The Internet World/TMGuide to One-to-One Marketing companion Web site features: * Web marketer's online forum * Case studies and business profiles * Product reviews * E-mail newsletter featuring regular updates How to use your Web site to really connect with your customers and forge lasting relationships with them One-to-one marketing is a revolutionary new strategy for building customer loyalty and generating repeat sales. As marketers the world over are discovering, the Web is an excellent medium for conducting a successful one-to-one marketing campaign. Now, in 'The Internet World(TM) Guide to One-to-One Web Marketing, top Internet marketing experts arm you with all the knowledge and skills you need to develop your own winning one-to-one Web marketing strategy. Experts Allen, Kania, and Yaeckel get you up to speed on all the hot new Web technologies that marketers are using to forge lasting relationships, one customer at a time. With the help of case studies of some of the most successful one-to-one Web marketing initiatives, they show you exactly how those technologies are being employed to customize offerings and create dialogs with customers. They provide valuable lessons, tips, and guidelines on how to: * Make the best technology selections for your budget and goals, and plan a successful one-to-one Web marketing initiative * Build relationships with customers using personalization, push, interactivity, telephone and A/V conferencing, e-mail, virtual community, and other cutting-edge Web technologies * Integrate one-to-one Web marketing strategies with other processes and systems, such as customer service and support and databases.

The 1970s was a decade when matters previously considered private and personal became public and political. These shifts not only transformed Australian politics, they engendered far-reaching cultural and social changes. Feminists challenged 'man-made' norms and sought to recover lost histories of female achievement and cultural endeavour. They made films, picked up spanners and established printing presses. The notion that 'the personal was political' began to transform long-held ideas about masculinity and femininity, both in public and private life. In the spaces between official discourses and everyday experience, many sought to revolutionise the lives of Australian men and women. Everyday Revolutions brings together new research on the cultural and social impact of the feminist and sexual revolutions of the 1970s in Australia. Gay Liberation and Women's Liberation movements erupted, challenging almost every aspect of Australian life. The pill became widely available and sexuality was both celebrated and flouted. Campaigns to decriminalise abortion and homosexuality emerged across the country. Activists set up women's refuges, rape crisis centres and counselling services. Governments responded to new demands for representation and rights, appointing women's advisors and funding new services. Everyday Revolutions is unique in its focus not on the activist or legislative achievements of the women's and gay and lesbian movements, but on their cultural and social dimensions. It is a diverse and rich collection of essays that reminds us that women's and gay liberation were revolutionary movements.

Primarily designed for students seeking careers in healthcare communication, this book also serves as a useful guide for nascent practitioners. Healthcare writing audiences are diversifying, from traditional physicians and patients to administrators in government and insurance groups as well as technical practitioners. Writing for these increasingly diverse healthcare audiences is the focus of this book, which has just enough theory to lay groundwork, plentiful examples to illustrate how theory is practiced, summaries that highlight key points, and realistic practice exercises. In addition to the emphasis on diverse audiences, the book stresses the importance of the writing process, from pre-writing to final editing. The book includes writing checklists for completeness and accuracy, and it incorporates many helpful real-world examples of healthcare documentation.

The Life Manual is a non-fiction, information book written primarily for young adults. It aims at providing teenagers and adults in their early 20s with essential life information. Topics and issues covered in The Life Manual include education, time management, working, driving, travelling and moving out of home.

Since 1996 when this text was law published, there have been significant changes to the way we communicate. Legal developments have also heralded major changes of direction and focus for Australian law. The changes are fully reflected in the latest edition of this widely used text which has been comprehensively updated.

Previous edition, 1st, published in 1985.

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