

The Global English Style Guide

Writing Clear, Translatable Documentation
for a Global Market

John R. Kohl

Global English Style Guide

John R. Kohl



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

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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

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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

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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

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Table of Contents Global English Style Guide

1. Understanding the eBook Global English Style Guide
 - The Rise of Digital Reading Global English Style Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Global English Style Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Global English Style Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Global English Style Guide
 - Personalized Recommendations
 - Global English Style Guide User Reviews and Ratings

- Global English Style Guide and Bestseller Lists
- 5. Accessing Global English Style Guide Free and Paid eBooks
 - Global English Style Guide Public Domain eBooks
 - Global English Style Guide eBook Subscription Services
 - Global English Style Guide Budget-Friendly Options
- 6. Navigating Global English Style Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Global English Style Guide Compatibility with Devices
 - Global English Style Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Global English Style Guide
 - Highlighting and Note-Taking Global English Style Guide
 - Interactive Elements Global English Style Guide
- 8. Staying Engaged with Global English Style Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Global English Style Guide
- 9. Balancing eBooks and Physical Books Global English Style Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Global English Style Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Global English Style Guide
 - Setting Reading Goals Global English Style Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Global English Style Guide
 - Fact-Checking eBook Content of Global English Style Guide
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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