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effective writing skills for public relations is a valuable reference source on the basics of style and presentation with helpful hints on making the best use of written communication it advises on how to write concisely using jargon free language whilst avoiding overused words and phrases there is guidance on policing house style with emphasis on consistency and advice on punctuation headlines and captions as well as this there are tips on what makes a good press release and how to use effective design and layout to produce easy to read text readers will also find help on public speaking pronunciation and the standard writing skills needed in the office this fourth edition includes new sections on website content and design legal issues in websites and emails what journalists look for in company websites meeting the needs of your target audience controlling and getting the best out of emails writing and designing ezines setting up online media centres and comparing video news releases with b rolls of roughly edited footage standard proof correction marks are included together with a glossary of terms this is an essential hands on practical guide for anyone earning a living through the written or spoken word

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