



Book of the Month 01: Style: The Basics of Clarity and Grace

Geared toward experienced writers and critical thinkers, *Style: The Basics of Clarity and Grace* (4th edition) is a brief handbook on how to construct active, concise sentences and how to enhance stylistic flow throughout a piece of composition. Joseph M. Williams offers straightforward guidance accompanied by examples, encouraging readers to strike a balance between strict adherence to rules and subjective experimentation. He discusses such topics as when to use passive vs. active voice; how to effectively position main subjects, verbs, objects, and complex details; and how to avoid dull writing that is littered with nominalizations and metadiscourse. The book's greatest strength is its lack of hypocrisy; Williams leads by example through succinct phrasing and precise content.

Joseph M. Williams

Revised by Gregory G. Colomb

Style: The Basics of Clarity and Grace (4th edition)

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