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### Contact:

Jon Sole, Business Manager  
WriteSource & Real World Publications  
P.O. Box 7302  
Kingston, WA 98346  
(360) 297-4650 or toll free (877) 405-2173  
[www.whatstherule.com](http://www.whatstherule.com)  
[mail@whatstherule.com](mailto:mail@whatstherule.com)

## Second Edition of *What's the Rule?* Makes Debut

**KINGSTON, WA (May 16, 2005)**—Should you use a comma or a semicolon? Is it *affect* or *effect*? Where should the apostrophe go? These questions are asked daily by business people everywhere. The answers can be found in the second edition of *What's the Rule? A Simple Guide to Perfect Punctuation, Great Grammar, and Superb Sentences and Style* (Real World Publications, 2005) by Kathy Sole.

Since its release in 1999, *What's the Rule?* has been a minor phenomenon in the usually unexciting field of English grammar. Word of this unique guide has spread across the country and, in an industry where 80,000 copies of a title is considered a bestseller, more than 250,000 copies of *What's the Rule?* have been sold. The guide is said to be “an indispensable desk reference,” “well-organized and comprehensive,” and “in a class by itself in terms of usability and its straightforward, easy-to-understand approach.”

What sets *What's the Rule?* apart from other references is its simple, easy-to-understand explanations and examples and its unique, easy-to access format. It was designed to be usable. “I wrote *What's the Rule?* for my business clients and students,” says Sole, a technical writer and editor and a college instructor. “They told me they were frustrated when they tried to find answers to English punctuation and grammar questions in conventional textbooks and guides. The complaint I heard most often was, ‘The explanations were so complicated that I gave up.’”

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“In the workplace and in the classroom, people continually told me they needed information they could understand and use—and they didn't have time to wade through several different books to find the answer to a specific question,” adds Sole.

During the past six years, Sole compiled questions, ideas, and suggestions for improvement from readers of the first edition, and she used them to further enhance and expand the second edition. “In this new edition, I've tried to address the issues suggested by readers and to expand the coverage of several topics—most notably, the list of commonly confused words, the explanations of active and passive voice, and the descriptions of sentence problems,” says Sole.

Another important addition to this second edition is the newly created section on appropriate language usage in business and academic writing. The section includes strategies for avoiding language bias and guidance on 21<sup>st</sup> century writing issues such as use of computer writing tools, hyphenation of terms such as *email* and *online*, and the age-old cautions against ending a sentence with a preposition or splitting an infinitive.

*What's the Rule?* is also available in two electronic versions—one for a single user's computer's desktop and a web version for installation on company and school web portals. The *What's the Rule?* book is available by special order at your local bookstore or direct from Real World Publications on their website at [www.whatstherule.com](http://www.whatstherule.com) or by phone, toll free, at (877) 405-2173.

*What's the Rule? author, Kathy Sole, is a technical writer and editor, a college instructor, and an authority on business communications. She was formerly vice president of a major international bank and manager of its worldwide instructional publications department. Her unit wrote, edited, and published more than 3,000 policies, procedures, and training materials annually. For the past 18 years, she has owned and operated WriteSource, a company that specializes in writing and editing complex government, business, and academic documents. She has also taught college communications courses for seven public and private colleges and universities.*

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