# THE PLAIN **ENGLISH** PROACH EDWARD P. BAILEY, Jr.

REVISED EDITION

# **Plain English Approach**

Nickolas James, Rachael Field, Jackson Walkden-Brown

#### **Plain English Approach:**

The Plain English Approach to Business Writing Edward P. Bailey, 1990 Written for busy professionals who want to improve the quality and clarity of their own or their staff s writing style this is a no nonsense guide from the basics to the fine tuning on how to write as you would talk in plain English clearly precisely with organization and layout **English Approach to Business Writing** Edward P. Bailey, 1997-08-07 This book is intended for general readers with an interest in writing for business purposes Business Communication Peter Hartley, Clive Bruckmann, 2008-01-28 This is a wide ranging up to date introduction to modern business communication which integrates communication theory and practice and challenges many orthodox views of the communication process As well as developing their own practical skills readers will be able to understand and apply principles of modern business communication Among the subjects covered are interpersonal communication including the use and analysis of nonverbal communication group communication including practical techniques to support discussion and meetings written presentation including the full range of paper and electronic documents oral presentation including the use of electronic media corporate communication including strategies and media The book also offers guidelines on how communication must respond to important organizational issues including the impact of information technology changes in organizational structures and cultures and the diverse multicultural composition of modern organizations. This is an ideal text for undergraduates and postgraduates studying business communication and through its direct style and practical relevance it will also satisfy professional readers wishing to develop their understanding **Legal Writing in Plain English** Bryan A. Garner, 2001-06-05 Admirably clear concise down to earth and and skills powerful unfortunately these adjectives rarely describe legal writing whether in the form of briefs opinions contracts or statutes In Legal Writing in Plain English Bryan A Garner provides lawyers judges paralegals law students and legal scholars sound advice and practical tools for improving their written work The book encourages legal writers to challenge conventions and offers valuable insights into the writing process how to organize ideas create and refine prose and improve editing skills In essence it teaches straight thinking a skill inseparable from good writing Replete with common sense and wit the book draws on real life writing samples that Garner has gathered through more than a decade of teaching in the field Trenchant advice covers all types of legal materials from analytical and persuasive writing to legal drafting Meanwhile Garner explores important aspects of document design Basic intermediate and advanced exercises in each section reinforce the book s principles An answer key to basic exercises is included in the book answers to intermediate and advanced exercises are provided in a separate Instructor's Manual free of charge to instructors Appendixes include a comprehensive punctuation guide with advice and examples and four model documents Today more than ever before legal professionals cannot afford to ignore the trend toward clear language shorn of jargon Clients demand it and courts reward it Despite the age old tradition of poor writing in law Legal Writing in Plain English shows how legal writers can unshackle themselves Legal Writing in Plain

English includes Tips on generating thoughts organizing them and creating outlines Sound advice on expressing your ideas clearly and powerfully Dozens of real life writing examples to illustrate writing problems and solutions Exercises to reinforce principles of good writing also available on the Internet Helpful guidance on page layout A punctuation guide that shows the correct uses of every punctuation mark Model legal documents that demonstrate the power of plain English

**Understanding Plain English** Alan Dean, Michelle C. Wallach, 1997 **How to Do Things With Rules** William Twining, David Miers, 1999-05 Demystifies legal method by combining a wide variety of concrete examples with a general The Routledge Handbook of Language and Professional Communication Vijay account of rules in general cover Bhatia, Stephen Bremner, 2014-02-24 The Routledge Handbook of Language and Professional Communication provides a broad coverage of the key areas where language and professional communication intersect and gives a comprehensive account of the field The four main sections of the Handbook cover Approaches to Professional Communication Practice Acquisition of Professional Competence Views from the Professions This invaluable reference book incorporates not only an historical view of the field but also looks to possible future developments Contributions from international scholars and practitioners focusing on specific issues explore the major approaches to professional communication and bring into focus recent research This is the first handbook of language and professional communication to account for both pedagogic and practitioner perspectives and as such is an essential reference for postgraduate students and those researching and working in the areas of applied linguistics and professional communication Modern Legal Drafting Peter Butt, Richard Castle, 2001-06-04 This clearly structured and well referenced book shows how and why traditional legal language has developed some of the peculiar characteristics that sometimes make legal documents inaccessible to the end users It examines recent reforms in the UK Australia New Zealand and North America and provides a critical examination of case law and the rules of interpretation Practical elements are also covered Detailed case studies illustrate how obtuse words and phrases can be reworked or removed Particularly useful is the step by step guide to drafting in the modern style using examples drawn from four types of legal documents leases company constitutions wills and conveyances Readers of this book will receive clear instructions on how to make their writing clearer and their legal documents more useful to clients and colleagues This book will benefit all law students and professionals Oxford Guide to Plain English Martin Cutts, 2009 The Oxford Guide to Plain English provides authoritative guidance on how to write clearly and effectively using 21 easy to follow guidelines covering straightforward language sentence length active and passive verbs punctuation grammar planning writing emails and good organization Plain English at Work Edward P. Bailey Jr., 1996-05-16 Everyday we write countless memos letters and reports without a second thought Likewise we give presentations both formal and informal Often this writing and speaking gets criticized for being jargon ridden obscure or long winded in short for not being in plain English But what is plain English and how do we go about writing and speaking it In Plain English at Work Edward Bailey

gives the answer with down to earth tips and practical advice Bailey an expert in business communication gives us a simple model for writing Style write more the way you talk Organization make your point easy to find Layout use headings lists and other white space so readers can see the structure of your writing Psycholinguists Bailey points out have proven that the techniques of plain English writing are far easier on your readers experience has proven that writing in plain English is easier on you the writer too Bailey also gives you a wealth of practical advice for presentations including How to remember your talk How to design visual aids How to design computer presentations How to set up the room you ll be speaking in How to develop a successful delivery style Perhaps most impressive are the many detailed tips he gives here For instance when using a pointer hold it in the hand closer to the screen otherwise you turn your back on the audience making it harder to hear you When designing a visual aid use at least 28 point type and seldom use all capital letters which are harder to read And when presenting a bar chart during a computer presentation build it a bar at a time to focus your audience s attention Drawing on two earlier and popular books The Plain English Approach to Business Writing and A Practical Guide for Business Speaking this new volume has been significantly updated It includes up to the minute information on using computers computer graphics and typography for your writing and on using the same technology for designing your presentations. The result is an authoritative and comprehensive single volume that will be the essential guide for everyone wishing to communicate more easily and effectively at work The New Lawyer, 3rd Edition Nickolas James, Rachael Field, Jackson Walkden-Brown, 2023-10-23 The New Lawyer 3rd Edition has been updated to ensure that first year law students do not feel overwhelmed by the transition to law school This book addresses the law Threshold Learning Outcomes TLOs and outlines what students should know understand and be able to do at the conclusion of their first year of study Introduction to the English Legal System Martin Partington, 2014 Are you new to studying law You ve decided to study one of the most fascinating and intellectually stimulating subjects law Whether you re working towards a law degree or studying law as part of another subject Introduction to the English Legal System is your ideal starting point Right from the word go Martin Partington enlivens and clarifies the legal system and explains the central role it plays in society Do you want to think critically about the world in which you live What is the purpose of law Whose interests does the law favour Consolidating over 40 years experience in the law Martin Partington will challenge your assumptions about the English legal system and encourage you to question how far it meets the demands placed upon it Are you aware of contemporary debates on the legal system Annually updated Introduction to the English Legal System discusses all the latest debates and issues that will affect you during your studies and looking ahead to your career Interview podcasts discussion questions and more can be found on the accompanying author blog and Online Resource Centre The Impact of Plain Language on Legal English in the United Kinadom Christopher Williams, 2022-08-23 This volume offers insights into the ways in which plain language has influenced the language of the law in the United Kingdom critically reflecting on its historical development and future directions The

book opens with an overview of the theoretical frameworks underpinning plain language and a brief history of plain language initiatives as a foundation from which to outline ongoing debates on the opportunities and challenges of using plain language in the legal domain The volume details strands where plain language has had considerable impact thus far on legal English in the UK notably in legislative drafting but it also explores areas in which plain language has made fewer inroads such as the language of court judgments and that of online terms and conditions The book looks ahead to unpack highly topical areas within the plain language debate including the question of design and visualisation and the ramifications of digitalisation contributing to ongoing conversations on the importance of plain language both in the UK and beyond This book will be of particular interest to students and scholars interested in the intersection of language and the law as well as related disciplinary areas such as applied linguistics and English for Specific Purposes **Professional and Business Communication** Peter Hartley, Susie Marriott, Helena Knapton, 2023-05-30 This new edition of Professional and Business Communication is an ideal core communications textbook for students on business management and professional courses preferring a practice focused and colloquial approach that combines accessibility with key theory Techniques and processes detailed in the book include planning and preparing written communication effective structures in documents diverse writing styles managing face to face interactions using visual aids delivering presentations and organising effective meetings The third edition of this popular text has been thoroughly revised and updated to cover the dramatic shifts in communication practices that have been driven by remote working and increased technology use It explores the current and likely future impact of these changes on communication practices both for good borderlessness flexibility and bad isolation burnout fatigue and looks at contemporary trends and future developments This edition has also been revised to include even more examples cases tasks activities and discussion topics with pedagogical features designed to aid international students This popular text and the accompanying website will continue to support students on business management and professional courses for years to come Freelance Australian English - The National Language Gerhard Leitner, 2013-02-06 Australia s English raises Copywriting, many questions among experts and the general public What is it like How has English changed by being transplanted to other parts of the world Does the rise of AusE and other varieties endanger the role of English as a world language Past studies have often been selective focusing on the esoteric and non typical and ignoring the contact situation in which Australian English has developed This book and its companion Australia s Many Voices Ethnic Englishes Indigenous and Migrant Languages Policy and Education develop and apply a comprehensive and integrative approach that anchors English in the entire habitat of Australia s languages that it both upset and transformed Based on a wide range of data and on the assumption that all manifestations of Australian English must cohere as a system this book retraces the social psycholinguistic and linguistic history of the language It locates the contact with indigenous and migrant languages and with American English in the appropriate sociohistorical context and shows how several layers of migration have shaped it As it

stratified it was gradually accepted and developed into a fully fledged national variety or epicentre of English that could be raised to the status of national language Implications on educational policy and attempts to reach out into the Asia Pacific region have followed logically from national status The study is of interest for specialists of English and Australian Studies as well as a range of other disciplines Its discursive non technical style and presentation makes it accessible to non specialists with no background in linguistics **Disabled Justice?** Eilionóir Flynn, 2016-03-09 Disability offers a new lens through which to view the effectiveness of access to justice and the inclusiveness of the justice system as a whole This book analyses the experience of people with disabilities through the entire justice system from making a complaint to investigation and through the court tribunal process It also considers the participation of people with disabilities in a variety of roles in the justice system as witness defendant complainant plaintiff lawyer judge and juror More broadly it also critically examines the subtle barriers of access to justice which might exist in a given society including barriers to grassroots disability advocacy legal education and training the right to vote and the right to stand for election which may apply to people with disabilities The book is international and comparative in scope with a focus primarily on examples of legal practice and justice systems in common law countries The work will be of interest to scholars working in the areas of human rights equality and non discrimination disability rights activists and legal professionals who work with people with disabilities to achieve access to *High-Stakes Testing* R. Murray Thomas, 2005-03-23 The federal government's No Child Left Behind Act has thrust justice high stakes testing its goals methods and consequences into the educational limelight. The four fold purpose of this book is to describe the nature of high stakes testing identify types of collateral damage that have attended the testing programs analyze methods different groups of people have chosen for coping with the damage and suggest lessons to be learned from the high stakes testing experience The six groups of people whose coping strategies are inspected include politicians and their staffs educational administrators and their staffs parents and the public test makers and test administrators teachers and students Importantly the author avoids aligning himself with the test bashing rhetoric of those who oppose high stakes testing especially the No Child Left Behind Act Key features of this outstanding new book include illustrative cases The book offers more than 350 cases of collateral damage from high stakes testing and people's coping strategies as reported in newspapers over the 2002 2004 period background perspectives Part I examines the influence of high stakes testing on 1 what schools teach 2 how student progress is evaluated 3 how achievement standards are set and 4 how test results are used participant responses Part II which is the heart of the book devotes a separate chapter to the coping strategies of each of the major participants in the high stakes testing movement politicians and their staffs educational administrators and their staffs parents and the public test makers and test givers teachers and students summary chapter The last chapter Lessons to Learn offers suggestions for minimizing collateral damage by adopting alternative approaches not used in the creation of our current high stakes testing programs particularly the federal government s No Child Left Behind Act This book is appropriate

for any of the following audiences students taking evaluation or administration courses in schools of education inservice administrators and teachers policy makers and those members of the general public who are concerned about the fate of schooling in America Plain Language in Plain English Cheryl Stephens,2010 This book shows you how to write for customers and clients in language that s easy to understand It is a thorough companion to the writing process with comprehensive guidance and advice on understanding your readers planning and creating your text and presenting your words in a good design The contributor list reads like a who s who of plain language experts Plain Language in Plain English is a valuable resource for governments businesses service providers and professionals in any field to improve their communication From organizational guidelines literacy awareness and reader expectations to effective speaking strategies for presentations Plain Language in Plain English is a comprehensive tool to have in your communication toolbox 101 Ways to Improve Your Business Writing Phil Dye,2004

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