



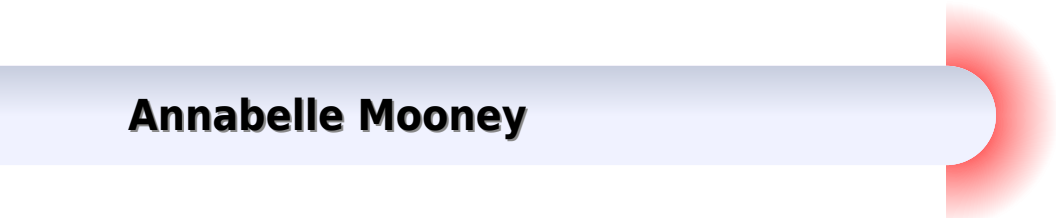
**THE PLAIN
ENGLISH
APPROACH TO
BUSINESS
WRITING**

EDWARD P. BAILEY, Jr.

R E V I S E D E D I T I O N

Plain English Approach

Annabelle Mooney



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Mick Ogrizek,2020-02-24 The book aims to be a concise step by step introductory guide to policy development It deals with the essential practical issues relating to good policy development It is written in an informal style and outlines the process and principles that apply to good policy development from operational to public policy It is intended to be a user guide for practitioners aimed at those tasked with the job of developing policy particularly those new to the world of policy development A book that such people can pick up read quickly and get an understanding of the basics **Freelance**

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High-Stakes Testing R. Murray Thomas, 2005-03-23 The federal government's No Child Left Behind Act has thrust high stakes testing 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 *Tackling NHS Jargon* Sarah Carr, 2018-08-08 Used properly, jargon can be effective, but used incorrectly, it can damage communications, waste time and money, and harm public/patient and staff relations. This book will enable and encourage readers to use language that the intended audience will understand. It provides practical advice based on the author's experience of producing National Health Service documents and contains explanations of common NHS jargon with alternatives. Plain speaking and writing techniques are included, and there are numerous

examples from real NHS management communications This is an invaluable book for Health Service managers clinicians with management responsibilities and all those responsible for communicating information about healthcare **Language and Law** Annabelle Mooney,2014-03-10 What is legal language and where is it found What does a forensic linguist do How can linguistic skills help legal professionals We are constantly surrounded by legal language but sometimes it is almost impossible to understand Providing extracts from real life legal cases this highly usable and accessible textbook brims with helpful examples and activities that will help you to navigate this area Language and Law Introduces useful linguistic concepts and tools Outlines the methods linguists employ to analyse legal language and language in legal situations Includes topics on such as written legal language threats warnings and speech act theory courtroom interactions and the work linguists do to help solve crimes physical and spoken signs and the creativity of legal language **Federal Register** ,1998

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