# PLAIN ENGLISH GUIDE

How to write clearly and communicate better

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# **Plain English Guide Martin Cutts**

**Rachel Sophia Baard** 

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requirements making it ideal for use at work at school and university or at home **English Usage and Style for Editors** Virginia S. Thatcher, 1997-08-07 Presents authoritative answers to some of the troubling problems of usage that the manuscript editor faces daily For editors authors and those learning to write Forms of Reduced English Massimo Laganà, 2023-12-15 This book illustrates the objectives and assumptions as well as the construction techniques and the structure of some of the most interesting forms of reduced English including Basic English Special English Plain English Simplified English Easy English Specialized English Nuclear English Globish and Basic Global English Although they have different cultural approaches and are aimed at communication purposes which are not always homogeneous and are sometimes divergent all the studies underpinning these projects share a common goal bearing in mind the globalization processes of the contemporary world their primary aim is to use English as a starting point from which to build a language tool to be employed as a lingua franca for effective and adequate international communication in economic scientific and cultural fields The book is primarily intended for students and scholars interested in the various attempts that have been made to simplify the English language in order to make it universally available for a simple effective and global Easy Language - Plain Language - Easy Language Plus Christiane Maaß, 2020-09-11 This book shows communication how accessible communication and especially easy to understand languages should be designed in order to become instruments of inclusion It examines two well established easy to understand varieties Easy Language and Plain Language and shows that they have complementary profiles with respect to four central qualities comprehensibility perceptibility acceptability and stigmatisation potential The book introduces Easy and Plain Language and provides an outline of their linguistic sociological and legal profiles What is the current legal framework of Easy and Plain Language What do the texts look like Who are the users Which other groups are involved in the production and use of Easy and Plain Language offers Which qualities are a hazard to acceptability and thus enhance their stigmatisation potential The book also proposes another easy to understand variety Easy Language Plus This variety balances the four qualities and is modelled in the present book

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web oct 7 2020 thank you for inviting us mention the details about the invitation it will be great to attend mention the event for which you are invited we shall reach the venue on mention the date and time of the event we are looking forward to being a part of this mention the details about the event

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web dear recipients name i have received your reply to my invitation and i am happy that you and matt are coming to the masquerade party that john and i have set up the party will be held at 8 pm but you and matt are welcome to come a bit earlier for some drinks if you want to i hope to see you there

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web mr and mrs smith accept with pleasure your kind invitation for saturday 7th july dear mr and mrs morrison thank you for the kind invitation to your wedding we are looking forward to the celebration both mr johnson and myself will be accepting the invitation is there a gift registry thank you very much thank you very much for the invitation

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you send them if you send them before an event they serve as an rsvp you can also request confirmation of event details if sent after an event invitation thank you letters function as hospitality thank you letters acceptance of invitation letter thank you letter - Jul 14 2023

web jan 2 2020  $\,$  this letter is made to say thank you to a person who responds to an invitation this shows the appreciation as well as the thankfulness of the person to be at the event the letter should contain all the information about the

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