

# THE PLAIN ENGLISH GUIDE

*How to write  
clearly and  
communicate  
better*

MARTIN  
CUTTS



**Oxford**

THE PLAIN ENGLISH GUIDE

# Plain English Guide Martin Cutts

**Martin Cutts**



## **Plain English Guide Martin Cutts:**

Oxford Guide to Plain English Martin Cutts, 2020-02-27 Plain English is the art of writing clearly concisely and in a way that precisely communicates your message to your intended audience This book offers expert advice to help writers of all abilities improve their written English With 30 chapters each centred around a practical guideline its coverage is extensive including lessons on vocabulary punctuation grammar layout proofreading and organization There are also hundreds of real examples to show how it s done with handy before and after versions All this is presented in a straightforward and engaging way This new edition has been fully revised reorganized and updated to make its content even more accessible There are new chapters discussing customer service writing and common blunders in the workplace while other sections have been amended to update examples and provide easier routes through the book The chapter on sexism in particular has been heavily expanded to advise on the use of inclusive language in general A new appendix has also been added summarising the history of plain English from Chaucer to the present day

**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

The Plain English Guide Martin Cutts, 1996 The author a co founder of the Plain English Campaign and an activist in the international plain language movement explains in practical terms how to clearly write and deliver information Lacks an index Annotation copyright by Book News Inc Portland OR

**Oxford Guide to Plain English** Martin Cutts, 2013-08-15 Plain English is the art of writing clearly concisely and in a way that precisely communicates your message to your intended audience This book offers 25 practical guidelines helping you to improve your vocabulary style grammar and layout to achieve clear writing It gives expert advice on all aspects of the writing process from avoiding jargon and legalese to organizing written information in print and online It also shows you how it s done with hundreds of real examples including before and after versions All this is presented in an authoritative and engaging way Completely revised and updated this essential reference work is now even more useful the word lists have been expanded a new list of cliché and troublesome words to avoid has been added and examples of real life stories have been replaced with more recent ones An improved design gives the book a fresh feel

*The Quick Reference Plain English Guide* Martin Cutts, 1999 Over the last two decades governments and companies around the world have been encouraged to implement plain English in order to communicate essential information in letters documents reports contracts and forms in a more clear and understandable way The Quick Reference Plain English Guide is a practical guide that explains how to write and communicate information clearly It provides guidance on how to write better letters memos instructions legal documents and reports to avoid being obscure long winded and prone to jargon This guide teaches how to write plain English using 20 easy to follow guidelines covering plain words sentence length active and passive verbs punctuation grammar planning and good

organization of points Writing myths are also explored and controversially exploded such as You must not start a sentence with but and You must not split your infinitives

**Oxford Guide To Plain English 2/E** Martin Cutts, 2005-02-15

**The New Engineering Contract** Arthur McInnis, 2001 The introduction of the New Engineering Contract NEC encourages a systematic approach to contracting which is multidisciplinary in nature and fully interlocked in form The NEC is intended by its supporters to be more flexible and easier to use than any current leading traditional standard forms of contract It is believed that these features reduce adversariality and disputes The NEC seeks to achieve this aim primarily through co operative management techniques and incentives built into the NEC s procedures This commentary analyses and evaluates these and related claims of innovation The New Engineering Contract A legal commentary examines the background to the NEC its design objectives structure procedures and likely judicial interpretation to determine whether it improves upon the traditional standard forms of contract Special attention is given in the commentary to the development and the significance of the principles underlying preparation of the NEC as well as the arguments in favour of and against them Throughout the detailed commentary upon the NEC clauses comparisons to the traditional forms are also made to highlight unique features and principles of general application The conclusion reached is that the NEC does make a significant contribution to the development of standard forms of contract addresses many of their short comings and offers one of the best models for their future development direction and design The commentary draws upon the body of the project management literature and legal analysis to support its conclusions The New Engineering Contract A legal commentary will be essential reading for lawyers barristers and solicitors as well as engineers and project managers

**Plain English and the Law**, 1996 This bibliography is an alphabetical listing of selected books journal articles newspaper items speeches and other material on the subject of plain English and the law

Oxford Guide to Effective Writing and Speaking John Seely, 2013-10-10 The Oxford Guide to Effective Writing and Speaking is the essential guide for everyone who needs to communicate in clear and effective English both written and spoken John Seely looks at the key factors to consider in tailoring your material so that you get your message across such as understanding the demands of particular audiences subjects and situations Clearly organized the book is arranged in four sections A Communicating in everyday life covers a wide range of communications including writing emails to giving presentations and preparing reports B Getting your message across focuses on important factors such as the audience the subject time and purpose C Communication tools offers advice on grammar vocabulary spelling and punctuation to ensure that communication is accurate as well as appropriate D The process of writing looks at what s involved in writing longer pieces including planning and drafting research summaries editing and presentation Full of practical guidance this book also includes helpful You Try sections and guidelines to practise and reinforce what you ve learnt The answers to the exercises in the You Try sections can be found at the back of the book This is the most comprehensive guide to using English for effective communication available it covers an unrivalled range of situations and 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 communication      **Easy Language - Plain Language - Easy Language Plus** Christiane Maaß, 2020-09-11 This book shows 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      *Medical communication between Plain Language and Einfache Sprache* Giulia Pedrini, 2024-08-16 Expert lay communication in the medical field requires the utmost attention to readers or listeners needs and competences If these are neglected laypeople s comprehension of the message is likely to be negatively affected Text types like package leaflets and informed consents have been the object of countless studies In this volume Giulia Pedrini examines a new document type the layperson summary of clinical trials She conducts her analysis from a contrastive and translational perspective in three languages English German and Italian All texts are instances of interlingual translations of simplified documents written in Plain Language a still widely unexplored niche within the field of translation studies      *Diagnosing and Treating Medicus Incomprehensibilis* Oscar Linares, David T. Daly, Gertrude A. Daly, 2018-09-12 Diagnosing and Treating Medicus Incomprehensibilis is a book of 12 case studies on revising medical writing into plain English It is based on the writing tips from Plain English for Doctors Each case study guides the reader through the process of

analyzing and revising a medical journal excerpt      **How to Translate** Nicolae Sfetcu, 2015-04-19 A guide for translators about the translation theory the translation process interpreting subtitling internationalization and localization and computer assisted translation A special section is dedicated to the translator s education and associations The guide includes as annexes several independent adaptations of the corresponding European Commission works freely available via the EU Bookshop as PDF and via SetThings.com as EPUB MOBI Kindle and PDF For a smart sensible translation you should forget not the knowledge acquired at school or university but the corrective standards Some people want a translation with the touch of the source version while another people feel that in a successful version we should not be able to guess the original language We have to realize that both people have right and wrong and that their only fault is to present requirement as an absolute truth Teachers agree at least on this principle If a sentence is ambiguous the translation must also be There is another critical less easy to argue based on an Italian phrase with particularly strong wording Traduttore traditore This critique argues that any translation will betray the author s language spirit style because of the choices on all sides What to sacrifice clarity or brevity if the formula in the text is brief and effective but impossible to translate into so few words with the exact meaning One could understand this criticism that it encourages us to read in the text It seems obvious that it is impossible to follow this advice into practice      **Modern Statutory Interpretation** Jeffrey Barnes, Jacinta Dharmananda, Eamonn Moran, 2023-01-10

Modern Statutory Interpretation is an original clear coherent and research based account of contemporary Australian statutory interpretation It provides a comprehensive coverage of statutory interpretation law legislative drafting the parliamentary process the modern history of interpretation sources of doubt and interpretation techniques      **Fowler's Concise Dictionary of Modern English Usage** Jeremy Butterfield, 2016-03-10 Fowler s Concise Dictionary of Modern English Usage is an invaluable reference work that offers the best advice on English usage Known in previous editions as the Pocket Fowler this third edition is a descendant of the original 1926 edition of A Dictionary of Modern English Usage by Henry Fowler Based on the unrivalled evidence and research of the Oxford Languages Programme the new edition answers your most frequently asked questions about language use Should you use a split infinitive or a preposition at the end of a sentence Is it infer or imply Who or whom What are the main differences between British and American English Over 4 000 entries offer clear recommendations on issues of grammar pronunciation spelling confusable words and written style Real examples are drawn from OUP s vast database of classic and contemporary literary sources newspapers and magazines and the Internet Jeremy Butterfield has judiciously revised the text to reflect the English usage practices and con      **Fowler's Dictionary of Modern English Usage** Henry Watson Fowler, 2015 A comprehensive guide to the English language provides detailed and expert information on grammar style spelling vocabulary and punctuation with clear explanations and example sentences      **IT Project Proposals** Paul Coombs, 2005-07-28 Whether responding to tender from a potential client or

pitching a new IT project to the Board a well written proposal can be the difference between success and failure IT Project

Proposals Writing to Win can help you to create high quality persuasive proposals that will stand out from the crowd The author explains how to determine the reader s basis of decision and the writer s unique selling points It discusses the structuring of documents the secrets behind persuasive writing and the basic grammar and punctuation rules that will prevent writers from destroying a good argument through bad presentation Case studies and numerous examples show how the techniques described can be used in real life situations The book also introduces an automated questionnaire allowing any IT proposal to be reviewed and rated Written for IT managers consultants and anyone else producing internal or commercial proposals promoting software products or services      *The Political Theology of Paul Tillich* Rachel Sophia Baard, 2024-01-16 The Political Theology of Paul Tillich explores the political theology of one of the foremost thinkers of the 20th century Paul Tillich whose life and scholarship were decisively shaped by his experiences during World War I his resistance to the rising scourge of Nazism in Germany and his subsequent immigration to the United States Tillich s discerning analysis of fascism grounded in his socialist commitments and his continuing efforts to write theology in correlation with culture make his voice a crucial one for contemporary political theology The contributors to this volume represent different generations social and cultural locations and nationalities Together they explore Tillich s early work on religious socialism and its lingering presence in his later systematic theology bring him into dialogue with liberation theologies apply his thought to contemporary political concerns and show the significance of his method of correlation for theological scholarship that engages culture thereby presenting a case for the continued relevance of Tillich for political theology

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