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Christopher Taylor, Elisa Perego



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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 2/E** Martin Cutts,2005-02-15 *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 The Routledge Handbook of Audio Description Christopher Taylor,Elisa Perego,2022-04-06 The American Council of the Blind ACB Recipient of the 2022 Dr Margaret Pfanstiehl Audio Description Achievement Award for Research and Development This Handbook provides a comprehensive overview of the expanding field of audio description the practice of rendering the visual elements of a multimodal product such as a film painting or live performance in the spoken mode for the benefit principally of the blind and visually impaired community This volume brings together scholars researchers practitioners and service providers such as broadcasters from all over the world to cover as thoroughly as possible all the theoretical and practical aspects of this discipline In 38 chapters the expert authors chart how the discipline has become established both as an important professional service and as a valid academic subject how it has evolved and how it has come to play such an important role in media accessibility From the early history of the subject through to the challenges represented by ever changing technology the Handbook covers the approaches and methodologies adopted to analyse the multimodal text in the constant search for the optimum selection of the elements to describe This is the essential guide and companion for advanced students researchers and audio description professionals within the more general spheres of translation studies and media accessibility Modern Legal Drafting Peter Butt,Richard Castle,2006-10-23 In the second edition of this highly regarded text the authors show how and why traditional legal language has developed the peculiar characteristics that make legal documents inaccessible to the end users Incorporating recent research and case law the book provides a critical examination of case law and the rules of interpretation Detailed case studies illustrate how obtuse or outdated words phrases and concepts can be rewritten reworked or removed altogether Particularly useful is the step by step guide to drafting in the modern style using examples from four types of common legal documents leases company constitutions wills and conveyances Readers will gain an appreciation of the historical influences on drafting practice and the use of legal terminology They will learn about the current moves to reform legal language and receive clear instruction on how to make their writing clearer and their legal documents more

useful **Designing Research for Publication** Anne Sigismund Huff, 2009 Abstract *Grammar* Tom Rankin, Melinda Whong, 2020-10-01 Traditionally there has been a disconnect between theoretical linguistics and pedagogical teacher training This book seeks to bridge that gap Using engaging examples from a wide variety of languages it provides an innovative overview of linguistic theory and language acquisition research for readers with a background in education and teacher training and without specialist knowledge of the field The authors draw on a range of research to ground ideas about grammar pedagogy presenting the notion of Virtual Grammar as an accessible label for unifying the complexity of linguistics Organised thematically the book includes helpful Case in point examples throughout the text to illustrate specific grammar points and step by step training in linguistic methods such as how to analyse examples which educators can apply to their own teaching contexts Through enriching language teachers understanding of linguistic features the book fosters a different perspective on grammar for educators *Mastering Communication* Nicki Stanton, 2009-07-16 This book will help students improve their speaking listening reading and writing skills It will give an understanding of the importance of good communication skills for their personal development and career It is relevant to a variety of courses HE FE Professional Open University A level and International Baccalaureate **Accessible Communication: A Cross-country Journey** Elisa Perego, 2020-09-11 Easy to Understand E2U text practices enable and facilitate accessible communication E2U refers both to Plain and to Easy Language These two powerful methods of language and content comprehension enhancement are illustrated through several examples in English starting from the seminal role of the Anglophone world in promoting plain and lucid style Originally implemented in written texts today the employment of these simplified language varieties should infiltrate new communication services that are more complex and multifaceted Thanks to the EASIT project the integration of E2U strategies into a selection of audiovisual services is being successfully researched After advancing simplification proposals in the area of subtitling and audio description Elisa Perego reports on the results of a cross country survey conducted during the initial stages of the EASIT project She pinpoints the background activity and training experience of those who currently work in the sector of E2U in Europe and identifies the skills and the competences of as well as a training path and materials for future hybrid professionals **Learned Writing** Chinua Asuzu, 2019-05-22 As lawyers we must not in hot pursuit of common law outrun common sense The dread of that eventuality prompted this book Learned Writing promotes common sense in legal language Plain language which is commonsensical broadens access to legal documents thus democratizing the law If democracy is government of the people by the people and for the people law is the language in which government interacts with the people it is the language of democracy The people whose government speaks through law must understand what is said No democratic society should brook legalese a dense verbose dialect known only to lawyers What then should society do to redress the lawyer induced obscurity A Shakespearean character had an alarming proposal The first thing we do let s kill all the lawyers Apparently that proposal was not enthusiastically endorsed which explains why

we're still here. A milder remedy enrolling lawyers in language classes has been muted which explains why this book is in your hands. Learned Writing motivates lawyers to prefer plain language to the legalese and verbosity that have besmirched legal writing for centuries. This book is as sweeping a treatment of its subject as you can find anywhere. Create, Narrate, Punctuate Ramy Tadros, 2014-11-04. Have you ever wondered how to spruce up your writing? Or clear the clutter from your sentences? Or entice, engage and entertain a specific audience? As any wordsmith knows, fashioning exquisitely styled sentences forms the foundation for writing success. This writing guide, containing thousands of illustrative quotations and fun exercises, reveals how to draft and craft any sentence, whether plain and lucid or thrilling and forceful. After finishing this book, students, professionals and writers of every skill and status will have enhanced their sentential potential while mastering the art of stringing words together to produce sophisticated sentences, linguistic structures standing the tests of time and taste. **A Time to Draft and a Time to Craft** Ramy Tadros, 2015-08-11.

Have you ever wondered how to create clear, simple sentences, detailed multi-clause sentences or ornate left, mid and right branching sentences? As any wordsmith knows, sentences form the foundation for writing success. This two-part book, containing hundreds of illustrative quotations and fun exercises, reveals how to draft and craft any sentence, whether plain and lucid or thrilling and forceful. On the first part of the journey, writing pilgrims are introduced to the fundamentals: Twelve Templates to Turn a Timeless Sentence. The second part then builds on this bedrock, showing how to fashion exquisitely styled sentences. After finishing this journey, students, professionals and writers of every skill and status will have enhanced their sentential potential while mastering the art of stringing words together to produce sophisticated sentences, linguistic structures standing the tests of time and taste.

Write to the Point Sam Leith, 2018-08-07. Good writers follow the rules. Great writers know the rules and follow their instincts. Finding the right words in the right order matters, whether you're a student embarking on an essay, a job applicant drafting your cover letter, an employee composing an email, even a hopeful lover writing a text. Do it wrong and you just might get an F, miss the interview, lose a client or spoil your chance at a second date. Do it right and the world is yours. In Write to the Point, accomplished author and literary critic Sam Leith kicks the age-old lists of dos and don'ts to the curb. Yes, he covers the nuts and bolts we need to be in complete command of: the language, grammar, punctuation, parts of speech and other subjects half-remembered from grade school. But more importantly, he charts a commonsense course between the Armies of Correctness and the Descriptivist Irregulars. For Leith, knowing not just the rules but also how and when to ignore them, developing an ear for what works best in context, is everything. In this master class, Leith teaches us a skill of paramount importance in this smartphone age, when we all carry a keyboard in our pockets: to write clearly and persuasively for any purpose, to write to the point. **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 Business Communication Peter Hartley, 2015-02-11 Effective communication in business and commercial organizations is critical as organizations have to become more competitive and effective to sustain commercial success This thoroughly revamped new edition distils the principles of effective communication and applies them to organizations operating in the digital world 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 In every case the authors consider the potential of new technology to improve and support communication With helpful pedagogical features designed to aid international students this new edition of a popular text will continue to aid business and management students for years to come Additional content can now be found on the author s website www.rethinkbuscomm.net

Data Privacy Management and Security Assurance Giovanni Livraga, Vicenç Torra, Alessandro Aldini, Fabio Martinelli, Neeraj Suri, 2016-09-21 This book constitutes the refereed proceedings of the 11th International Workshop on Data Privacy Management DPM 2016 and the 5th International Workshop on Quantitative Aspects in Security Assurance QASA 2016 held in Heraklion Crete Greece in September 2016 9 full papers and 4 short papers out of 24 submissions are included in the DPM 2016 Workshop They are organized around areas related to the management of privacy sensitive informations such as translation of high level business goals into system level privacy policies administration of sensitive identifiers data integration and privacy engineering The QASA workshop centers around research topics with a particular emphasis on the techniques for service oriented architectures including aspects of dependability privacy risk and trust Three full papers and one short papers out of 8 submissions are included in QASA 2016

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Table of Contents Oxford Guide Plain English

1. Understanding the eBook Oxford Guide Plain English
 - The Rise of Digital Reading Oxford Guide Plain English
 - Advantages of eBooks Over Traditional Books
2. Identifying Oxford Guide Plain English
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Oxford Guide Plain English
 - User-Friendly Interface
4. Exploring eBook Recommendations from Oxford Guide Plain English
 - Personalized Recommendations
 - Oxford Guide Plain English User Reviews and Ratings
 - Oxford Guide Plain English and Bestseller Lists
5. Accessing Oxford Guide Plain English Free and Paid eBooks

- Oxford Guide Plain English Public Domain eBooks
- Oxford Guide Plain English eBook Subscription Services
- Oxford Guide Plain English Budget-Friendly Options
- 6. Navigating Oxford Guide Plain English eBook Formats
 - ePub, PDF, MOBI, and More
 - Oxford Guide Plain English Compatibility with Devices
 - Oxford Guide Plain English Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Oxford Guide Plain English
 - Highlighting and Note-Taking Oxford Guide Plain English
 - Interactive Elements Oxford Guide Plain English
- 8. Staying Engaged with Oxford Guide Plain English
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Oxford Guide Plain English
- 9. Balancing eBooks and Physical Books Oxford Guide Plain English
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Oxford Guide Plain English
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Oxford Guide Plain English
 - Setting Reading Goals Oxford Guide Plain English
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Oxford Guide Plain English
 - Fact-Checking eBook Content of Oxford Guide Plain English
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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antiquité les témoignages de combats à l arme blanche sont nombreux à l instar des bas reliefs égyptiens du temple de
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