

THE PLAIN ENGLISH GUIDE

*How to write
clearly and
communicate
better*

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CUTTS



Oxford

THE PLAIN ENGLISH GUIDE

Plain English Guide By Martin Cutts

Martin Cutts



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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 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 is 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 **The Plain English Guide** Martin Cutts, 1995 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 **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 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 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

Better Business Writing Timothy R. V. Foster, 2002 Praise and Reviews Essential guidance on communicating clearly tightly and with style Timothy Foster provides unparalleled guidance on the whole subject THE FORUM FOR ASSOCIATES OF THE INSTITUTE FOR INDEPENDENT BUSINESS August 2002 IMPROVE YOUR TECHNIQUE EXPRESS YOURSELF POWERFULLY WRITE WITH STYLE MAKE A GREAT IMPRESSION Many of the people you want to reach today will do almost anything to avoid the act of reading They look They scan They skip lengthy text They allow distractions to destroy what little concentration they have They give up before absorbing your message correctly Combine this fact with the prevailing trend to outsourcing and self employment which often means those who never thought of themselves as writers must now take on that task and you have a difficult situation The need for excellence in written communication has never been greater especially in today s corporations organisations and one man bands Better Business Writing provides essential guidance on communicating clearly tightly and with style Expert author Timothy R V Foster takes you through the whole subject with helpful advice and practical checklists He covers all the important issues including clarifying the audience to be reached choosing a structure to fit the task understanding different text styles and when to use them creating advertisements and direct mail to get results composing articles speeches and scripts to inform and enthuse making business proposals and presentations to win producing books manuals and brochures that work developing effective Web sites multimedia and e mails

Plain English for Doctors and Other Medical Scientists Oscar Linares, David Daly, Gertrude Daly, 2017-03-15 Plain English for Doctors shows how to write about medical science in a clear and vivid way It can help a medical writer at any level from beginner to veteran since it gives specific practical advice Writing in plain English can help your writing reach a wider audience including people in other specialties levels of training other fields and other countries around the world What makes medical writing hard to read Is it complex science or complex

grammar This book shows how to keep good science but avoid complex grammar It describes the symptoms of medicus incomprehensibilis those over used writing habits that tend to make medical writing hard to read It shows how to treat each symptom using a proven plain English writing tip Each tip is easy to apply and comes with exercises The exercises are based on excerpts from articles published in leading medical journals Model revisions vastly improve reading ease and grade level The book looks at medical writing from three angles Concept 1 Take charge of your reading ease score shows how to manage reading ease Concept 2 Write vividly shows how to write more vividly by focusing on real world objects and actions Concept 3 Present logical reasoning clearly gives tips on how to choose a clear narrative pathway and forge a strong chain of logical reasoning This book is a must for anyone who writes about medical science The ability to express complex ideas in simple language is not a remedial skill Rather it can only be seen as a sign of mastery 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 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 **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 **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

CURRENT ENGLISH GRAMMAR AND USAGE, SCOND EDITION GUPTA, S. M., 2019-06-01 In the present age of Information and Communication Technology ICT revolution and social networking scenario fast and precise communication has become the need of the hour But in the whirlwind of fluency accuracy cannot be sacrificed Sometimes adequate attention is not paid to the use of grammar and usage which leaves a very bad impression on the readers This book on English grammar presents the topics in an innovative way and meets the long felt need of a good user friendly grammar book The book makes the study of grammar very interesting challenging and exciting It discusses grammatical categories processes and principles of sentence construction in a very simple and lucid manner The book starts with the discussion of word classes and goes on to describe phrases and sentences More importantly it deals with the problem areas of tenses modal verbs articles determiners prepositions passive constructions and direct and indirect narration in a novel way The composition section of the book includes a very useful presentation of letter writing precis writing report writing reading comprehension and above all the use of vocabulary The Appendices on how to avoid spelling errors and a complete list of the types of sentences are very useful This comprehensive and well researched book should prove very valuable for undergraduate students of all streams Besides professionals those preparing for competitive examinations and even any lay reader who wishes to possess the essentials of English grammar and usage will find the book useful and interesting In the Second Edition of the book the introduction of two new chapters on error analysis and functional grammar will prove very useful to interviewees and competitors **KEY FEATURES** Explains difficult grammatical concepts in a simple and lucid language Provides models for every writing activity Incorporates latest linguistic research in the conceptualization and presentation of the grammatical material Contains lots of exercises with solutions Adds comprehensive material on error analysis and functional grammar **TARGET AUDIENCE** UG and PG Students of all streams Aspirants of comeptitive exams Teachers and instructors **Language, Culture and the Law** Vijay Kumar Bhatia, Christopher Candlin, Paola Evangelisti Allori, 2008 The volume presents a set of invited papers based on analyses of legal discourse drawn from a number of international contexts where often the English language and legal culture has had to adjust to legal concepts very different from those of the English law system Many of the papers were inspired by two major projects on legal language and inter multiculturality

Generic Integrity in Legislative Discourse in Multilingual and Multicultural Contexts based in Hong Kong and carried out by an international team and Interculturality in Domain specific English a national project supported by the Italian Ministry for Education and Research involving research units from five Italian universities

Concise Guide to Good Policy 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

English Usage Guides Ingrid Tieken-Boon van Ostade, 2018 This volume explores both historical and current issues in English usage guides or style manuals Chapters look at how and why these guides are compiled and by whom what sort of advice they contain how they differ from grammars and dictionaries and how attitudes to usage have changed

The Research Funding Guidebook Joanne B. Ries, Carl G. Leukefeld, 1998 Although the landscape of research funding is continually changing over the past several years one feature has remained consistent people who are young in their careers are expected to take on not only the responsibility of applying for external funding but are also required to get it manage it and renew it in order to keep their research programs projects and careers viable The Research Funding Guidebook begins at the point many grant seekers can identify with rejection Part I emphasizes how to resubmit unfunded applications to make them more competitive The material contained in this section is invaluable especially since funding sources are now limiting the number of times the same application can be resubmitted Part II goes on to highlight the practical issues of a project after funding has been obtained Here the authors provide a map of the people and places that must become part of a researcher's daily and weekly routine The guidance provided in this part of the book includes a checklist that can be used to aid the newly funded investigator's progress Time management an essential but often overlooked feature of research funding is also dealt with in this section The subjects of other sections of this volume include the small business aspects of maintaining funding for a project and the process of targeting continued funding by determining the next fundable step of a project This is a hands on guide that will never be far from the reach of those using it Topics like what to include in a project proposal tips for competitive writing and how to select funding sources are easily accessed In addition helpful checklists and samples are provided along the way These practical features and the comprehensive up to date information presented make The Research Funding Guidebook an indispensable reference for new and experienced investigators alike Anyone interested in research funding in any academic discipline will find this book useful

Effective Writing Judith Rees, 1998 This title deals specifically with written communications It aims to help you prepare produce and pass on written information in the most efficient and effective way By following the guidelines and techniques given you should be able to get your written messages

across more effectively

Decoding **Plain English Guide By Martin Cutts**: Revealing the Captivating Potential of Verbal Expression

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