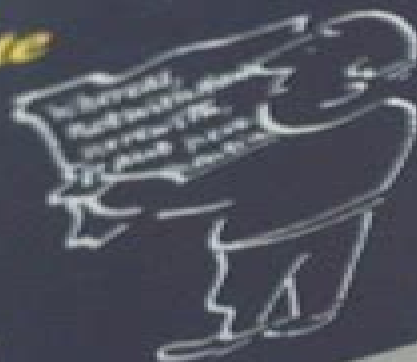


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more accessible There are new chapters discussing customer service writing and common blunders in the workplace while other sections have been amended to update examples and provide easier routes through the book The chapter on sexism in particular 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 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 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 **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 *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 **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 **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

The Impact of Plain Language on Legal English in the United Kingdom Christopher Williams, 2022-08-23 This volume offers insights into the ways in which plain language has influenced the language of the law in the United Kingdom critically reflecting on its historical development and future directions The book opens with an overview of the theoretical frameworks underpinning plain language and a brief history of plain language initiatives as a foundation from which to outline ongoing debates on the opportunities and challenges of using plain language in the legal domain The volume details strands where plain language has had considerable impact thus far on legal English in the UK notably in legislative drafting but it also explores areas in which plain language has made fewer inroads such as the language of court judgments and that of online terms and conditions The book looks ahead to unpack highly topical areas within the plain language debate including the question of design and visualisation and the ramifications of digitalisation contributing to ongoing conversations on the importance of plain language both in the UK and beyond This book will be of particular interest to students and scholars interested in the intersection of language and the law as well as related disciplinary areas such as applied linguistics and English for Specific Purposes

English for Law M. A. Yadugiri, Geetha Bhasker, 2006-08-05 Knowledge of legal language and the ability to use it effectively are essential requirements for students who have chosen to study law A comprehensive course in English specially prepared for undergraduate students of law this book aims to train students in both these aspects

The Lawyer's Style Guide Peter Butt, 2021-02-25 Clarity and precision in legal writing are essential skills in the practice and study of law This book offers a straightforward practical guide to effective legal style from a world leading expert The book is thoughtfully structured to explain the elements of good legal writing and its most effective use It catalogues all aspects of legal style topic by topic phrase by phrase usage by usage It scrutinises them all suggesting improvements Its dictionary arrangement makes it easy to navigate Entries cover matters such as abbreviations acronyms active and passive voice brackets bullet points citation methods cross referencing fonts document design footnotes gender neutral language numbering systems plain legal language punctuation the use of Latin in law structures for legal advices and documents and techniques for editing and proofreading Also covered are many words and phrases that non lawyers find opaque and obscure the aim being to show that lawyers can usually substitute a plain English equivalent that captures the legal nuances of the legalese Other topics include ambiguity deeds definitions provisos recitals simplified outlines terms of art tone and the various principles of legal

interpretation With an emphasis on technical effectiveness and understanding the book is required reading for all those engaged in the practice and study of law **CURRENT ENGLISH GRAMMAR AND USAGE, SCND 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

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Table of Contents Plain English Guide Martin Cutts

1. Understanding the eBook Plain English Guide Martin Cutts
 - The Rise of Digital Reading Plain English Guide Martin Cutts
 - Advantages of eBooks Over Traditional Books
2. Identifying Plain English Guide Martin Cutts
 - 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 Plain English Guide Martin Cutts
 - User-Friendly Interface
4. Exploring eBook Recommendations from Plain English Guide Martin Cutts
 - Personalized Recommendations
 - Plain English Guide Martin Cutts User Reviews and Ratings
 - Plain English Guide Martin Cutts and Bestseller Lists
5. Accessing Plain English Guide Martin Cutts Free and Paid eBooks
 - Plain English Guide Martin Cutts Public Domain eBooks
 - Plain English Guide Martin Cutts eBook Subscription Services
 - Plain English Guide Martin Cutts Budget-Friendly Options
6. Navigating Plain English Guide Martin Cutts eBook Formats

- ePub, PDF, MOBI, and More
- Plain English Guide Martin Cutts Compatibility with Devices
- Plain English Guide Martin Cutts Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Plain English Guide Martin Cutts
 - Highlighting and Note-Taking Plain English Guide Martin Cutts
 - Interactive Elements Plain English Guide Martin Cutts
- 8. Staying Engaged with Plain English Guide Martin Cutts
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Plain English Guide Martin Cutts
- 9. Balancing eBooks and Physical Books Plain English Guide Martin Cutts
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Plain English Guide Martin Cutts
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Plain English Guide Martin Cutts
 - Setting Reading Goals Plain English Guide Martin Cutts
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Plain English Guide Martin Cutts
 - Fact-Checking eBook Content of Plain English Guide Martin Cutts
 - 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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