

English Language Learning and Technology

Penguin Guide to PLAIN ENGLISH



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Penguin Guide To Plain English

Massimo Laganà



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The Penguin Guide to Plain English Harry Blamires, 2000-01-01 In this guide for all writers and speakers of the English language the author indicates common pitfalls and errors of grammar and syntax and explains how to avoid them He includes a unique section tackling jargon in specific industries recruitment PR and banking for example **Integrating**

Plain English into Writing Activities in the PhD Language Programme Monika Śleszyńska, 2025-09-04 This book explores the intersection of writing theory language simplification and academic communication with a specific focus on integrating plain English into doctoral education Through five comprehensive chapters the book discusses essential topics such as the principles of effective writing the role of clarity and readability in academic texts and the significance of plain English for enhancing scientific writing skills Chapter 1 offers an overview of writing theory emphasizing key concepts that impact the clarity and readability of written texts Chapter 2 examines the importance of language simplification particularly in scientific publishing while Chapter 3 highlights writing challenges in target language classrooms with a focus on writing development In Chapter 4 the book provides the context for a groundbreaking empirical study justifying the use of plain English in PhD language programmes Chapter 5 presents detailed data analysis key findings and implications for future research demonstrating how the teaching of plain English enhances doctoral students writing skills empowers them as publishable authors and improves the overall quality of their scientific work Given the limited research on this topic in Polish educational settings this book is of interest to scholars and English language teachers in doctoral programmes **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 So You Think Your English Is OK James Hibbert, 2014-02-28 This book has comments criticism opinion

and advice concerning English grammar and usage It shows where people experts included go wrong It covers topics that people disagree on and oddities of the language Written in a conversational tone it is not a textbook The aims are to interest to entertain and to help people write English well *The Canadian Writer's Market, 18th Edition* Joanna

Karaplis, 2012-07-31 The essential guide for freelance writers now completely updated and revised The Canadian Writer s

Market is the authority on who publishes what and how best to bring your work to their attention It offers practical advice on everything from manuscript preparation to copyright law from information on pay rates to writers workshops This useful guide also includes comprehensive and up to date listings for consumer magazines literary and scholarly journals trade business and professional publications daily newspapers book publishers literary agents awards competitions and grants writers organizations and support agencies writers workshops courses and retreats The Business Student's Handbook Sheila Cameron,2013-09-27 The Business Student s Handbook integrates study skills interpersonal skills and work skills to help students gain better marks in their study and to transfer those skills for success in the workplace The book covers a broad range of topics including essential skills such as essay writing exam technique and managing one s studies interpersonal skills such as working in teams communicating and presenting and work skills such as exploring problems managing projects and improving creativity The Good Grammar Guide Richard Palmer,2003-09-02 Does grammar bother you Does it first inspire boredom then fear Since the virtual removal of formal grammar teaching from our schools standard curriculum forty years ago such negative responses have increasingly characterised students and professionals alike As this lively and user friendly book sets out to prove that is both unfortunate and unnecessary Not only is grammar an enabling servant rather than a tyrannical set of absolute rules it can also be fun This light hearted guide offers extensive coverage of Parts of Speech Syntax Inflection and Punctuation along with a detailed look at common errors and misconceptions Regular exercises are included as is a baleful survey of Political Correct usage whose desire to sanitize and control the way we speak is injurious to grammar language itself and indeed the way we live now The aim throughout this book is to reassure and entertain as well as instruct This handy volume puts an amusing light on grammar and as such it is guaranteed to banish boredom and fear The Good Grammar Guide can also be read as a companion to one of Richard Palmer s other publications Write in Style 2nd Edition also published in Routledge s Study Guides series **The Canadian Writer's Market, 19th Edition** Heidi Waechtler,2013-01-29 The essential guide for freelance writers now completely updated and revised The Canadian Writer s Market is the authority on who publishes what and how best to bring your work to their attention It offers practical advice on everything from manuscript preparation to copyright law from information on pay rates to writers workshops This useful guide also includes comprehensive and up to date listings for consumer magazines literary and scholarly journals trade business and professional publications daily newspapers book publishers literary agents awards competitions and grants writers organizations and support agencies writers workshops courses and retreats *Creative Writing* Colin Bulman,2007 All writers are familiar with terms like plot suspense conflict and character They may be less familiar with intertextuality anachrony and fabula and they may be even less confident in achieving the effects these terms refer to This book defines fictional techniques and guides the potential writer in their use It may spark off ideas for stories and novels and provide first aid for failing stories A story s ending may come as a surprise to the reader suspense may have

the reader on the edge of the seat and conflict may lead to unbearable excitement It is the job of the writer to create these effects and this book illustrates how it is done The book is for students doing creative writing in higher education at A level and it will be essential reading for anyone interested in writing fiction Contents Definitions of over 200 terms and techniques to do with fiction writing How to achieve fictional effects Literary examples of the techniques described Characteristics of genre as well as literary fiction Basic but essential techniques such as writing dialogue and using figures of speech

Definitions of major terms used in publishing **Words, Phrases, and Building a Strong Vocabulary** Gauraang Asan,2025-01-03 Words Phrases and Building a Strong Vocabulary is your comprehensive guide to understanding and mastering the building blocks of language This book explains the concept of words how to form phrases and ultimately how to develop a rich vocabulary We explore various types of words and phrases providing a broad and detailed understanding of their impact on our lives This book consists of 9 well structured chapters each offering in depth knowledge on how words languages and linguistics affect us With numerous exercises included you can thoroughly grasp the concepts and apply them effectively The language used throughout is simple and reader friendly making it accessible for everyone **Saving our**

Prepositions David Thatcher,2014-06-06 Prepositions words like above from in of and with which relate one part of a sentence to another are though few in number among the most frequently used words in English They are also among the most frequently misused writers and speakers alike seem to have endless trouble in choosing the right or acceptable preposition The sad result is widespread uncertainty confusion and misunderstanding Addressed to both native speakers and to learners of English as a second language Saving our Prepositions A Guide for the Perplexed offers many examples of standard and non standard practice with the aim of helping its readers avoid slipping up on what have been called the banana peels of modern speech Informative as well as entertaining this timely guide will be of interest and value to all who cherish the English language and want to use it clearly and effectively Opinion Writing and Case Preparation The City Law School,2012-08-16 This manual considers the importance of qualities such as clarity precision and the use of plain English It examines the stages involved in providing written advice for the client from initial analysis to final draft

English for Lovers of English S.K. Rana,2016-07-30 In this book I have brought together about 1 400 utterances that are faulty None of these faulty utterances have been produced by me to illustrate incorrect use of English All the faulty utterances found in this book have been taken from printed materialmostly from the newspapers I read In order to focus attention on the error I have shortened some of the faulty utterances To me it is very important that the faulty utterances in this book have not been produced by me Jacques Barzun the celebrated American scholar and recipient of the Gold Medal for Criticism from the American Academy of Arts and Letters has something very pertinent to say on genuine faults as opposed to faults that have been produced as sample utterances This is what Barzun says In student writing when the assignments are frequent and well designed all kinds of error and clumsiness occur that are never found in the sample sentences of

manuals and grammar books These faults have the advantage of being genuine they represent somebodys way of thought and finding them faulty is a therapeutic attack on the mind that produced them Barzun is talking about writing done by university students in America but what he says about it is applicable to a great deal of Indian writing too

Languages for Special Purposes John Humbley, Gerhard Budin, Christer Laurén, 2018-10-22 This handbook gives an overview of language for special purposes LSP in scientific professional and other contexts with particular focus on teaching and training It provides insights into research paradigms theories and methods while also highlighting the practical use of LSPs in concrete discourse situations The volume is transdisciplinary oriented with a firm basis in the language sciences including terminology knowledge transfer multilingual and cross cultural exchange

Opinion Writing and Case Preparation The City Law School, 2014 This manual considers the importance of qualities such as clarity precision and the use of plain English It examines the stages involved in providing written advice for the client from initial analysis to final draft

Effective Writing Skills for Public Relations John Foster, 2005 John Foster s book is a How To guide that gives a solid grounding in the writing requirements of the PR business It covers a lot of ground in a complex but rewarding subject Writing Magazine Effective Writing Skills for Public Relations is a valuable reference source on the basis of style and presentation with helpful hints on making the best use of written communication It advises on how to write concisely using jargon free language whilst avoiding overused words and phrases There is guidance on policing house style with emphasis on consistency and advice on punctuation headlines and captions As well as this there are tips on what makes a good press release and how to use effective design and layout to produce easy to read text Readers will also find help on public speaking pronunciation and the standard writing skills needed in the office This third edition includes five new chapters covering editing skills the importance of written tone of voice what makes a good annual report the legal issues facing writers and the use of Americanisms Standard proof correction marks are included together with a glossary of terms This is an essential hands on practical guide for anyone earning a living through the written or spoken word

Learning Legal Rules James Holland, Julian Webb, 2013-07-11 Bringing together the theory structure and practice of legal reasoning in an accessible style this book explains how to uncover and exploit the mysteries of legal materials It draws the student into the techniques of legal analysis and argument and the operation of precedent and statutory interpretation

10 Things Every Writer Needs to Know Jeff Anderson, 2023-10-10 Whether writing a blog entry or a high stakes test essay fiction or nonfiction short story or argumentation students need to know certain things in order to write effectively In 10 Things Every Writer Needs to Know Jeff Anderson focuses on developing the concepts and application of ten essential aspects of good writing motion models focus detail form frames cohesion energy words and clutter Throughout the book Jeff provides dozens of model texts both fiction and nonfiction that bring alive the ten things every writer needs to know By analyzing strong mentor texts young writers learn what is possible and experiment with the strategies professional writers use Students explore discover and

apply what makes good writing work Jeff dedicates a chapter to each of the ten things every writer needs to know and provides mini lessons mentor texts writing process strategies and classroom tips that will motivate students to confidently and competently take on any writing task With standardized tests and Common Core Curriculum influencing classrooms nationwide educators must stay true to what works in writing instruction 10 Things Every Writer Needs to Know keeps teachers on track encouraging discovering inspiring reminding and improving writing through conversation inquiry and the support of good writing behaviors Describing Prescriptivism Ingrid Tieken-Boon van Ostade, 2019-10-08 Describing Prescriptivism provides a topical and thought provoking analysis of linguistic prescriptivism in British and American English from a historical as well as present day perspective Focusing on usage guides and usage problems the book takes a three fold approach to present an in depth analysis of the topic featuring a detailed study of the advice provided in usage guides over the years an authoritative comparison of this advice with actual usage as recorded in British and American corpora including the HUGE Hyper Usage Guide of English database developed specifically to enable this line of study as well as more mainstream corpora such as COCA COHA and the BNC a close analysis of the attitudes to particular usage problems among the general public based on surveys distributed online through the Bridging the Unbridgeable research project's blog With extensive case studies to illustrate and support claims throughout this comprehensive study is key reading for students and researchers of prescriptivism the history of English and sociolinguistics Found at <https://bridgingtheunbridgeable.com>

Writing A Report, 9th Edition John Bowden, 2011-06-24 Now in its 9th edition this extensively revised and updated handbook explains how you can write reports that will be Read without unnecessary delay Understood without undue effort Accepted and where applicable acted upon Divided into three parts the book looks in detail firstly at the practical side of report writing Preparation and planning Collecting and handling information Writing and revising Secondly at the creative side of report writing Achieving a good style and choosing the correct words Improving the overall appearance of reports And thirdly at 23 common types of report including Annual reports Appraisal reports Audit reports Minutes Progress reports Student project reports Technical reports There is also an extensive glossary and a selection of sample reports

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