

# **Plain English**

## **Adrian Beard**

#### **Plain English:**

**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 How to Write Plain English Rudolf Flesch, 1979 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 Legal Writing in Plain English Bryan A. Garner, 2001-06-05 Admirably clear concise down to earth and powerful unfortunately these adjectives rarely describe legal writing whether in the form of briefs opinions contracts or statutes In Legal Writing in Plain English Bryan A Garner provides lawyers judges paralegals law students and legal scholars sound advice and practical tools for improving their written work. The book encourages legal writers to challenge conventions and offers valuable insights into the writing process how to organize ideas create and refine prose and improve editing skills In essence it teaches straight thinking a skill inseparable from good writing Replete with common sense and wit the book draws on real life writing samples that Garner has gathered through more than a decade of teaching in the field Trenchant advice covers all types of legal materials from analytical and persuasive writing to legal drafting Meanwhile Garner explores important aspects of document design Basic intermediate and advanced exercises in each section reinforce the book s principles An answer key to basic exercises is included in the book answers to intermediate and advanced exercises are provided in a separate Instructor's Manual free of charge to instructor's Appendixes include a comprehensive punctuation guide with advice and examples and four model documents Today more than ever before legal professionals cannot afford to ignore the trend toward clear language shorn of jargon Clients demand it and courts reward it Despite the age old tradition of poor writing in law Legal Writing in Plain English shows how legal writers can unshackle

themselves Legal Writing in Plain English includes Tips on generating thoughts organizing them and creating outlines Sound advice on expressing your ideas clearly and powerfully Dozens of real life writing examples to illustrate writing problems and solutions Exercises to reinforce principles of good writing also available on the Internet Helpful guidance on page layout A punctuation guide that shows the correct uses of every punctuation mark Model legal documents that demonstrate the power of plain English **Plain English** Philip Roberts, 1987 Drafting Legal Documents in Plain English Barbara J. Legal Language Peter M. Tiersma, 1999-02 This history of legal language slices through the polysyllabic Steadman.2013 thicket of legalese The text shows to what extent legalese is simply a product of its past and demonstrates that arcane vocabulary is not an inevitable feature of our legal system A Dictionary of Modern Legal Usage Bryan A. Garner, 2001 A comprehensive guide to legal style and usage with practical advice on how to write clear jargon free legal prose Includes style tips as well as definitions Modern Legal Drafting Peter Butt, Richard Castle, 2001-06-04 This clearly structured and well referenced book shows how and why traditional legal language has developed some of the peculiar characteristics that sometimes make legal documents inaccessible to the end users It examines recent reforms in the UK Australia New Zealand and North America and provides a critical examination of case law and the rules of interpretation Practical elements are also covered Detailed case studies illustrate how obtuse words and phrases can be reworked or removed Particularly useful is the step by step guide to drafting in the modern style using examples drawn from four types of legal documents leases company constitutions wills and conveyances Readers of this book will receive clear instructions on how to make their writing clearer and their legal documents more useful to clients and colleagues This book will benefit all law students and professionals Professional and Business Communication Peter Hartley, Susie Marriott, Helena Knapton, 2023-05-30 This new edition of Professional and Business Communication is an ideal core communications textbook for students on business management and professional courses preferring a practice focused and colloquial approach that combines accessibility with key theory 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. The third edition of this popular text has been thoroughly revised and updated to cover the dramatic shifts in communication practices that have been driven by remote working and increased technology use It explores the current and likely future impact of these changes on communication practices both for good borderlessness flexibility and bad isolation burnout fatigue and looks at contemporary trends and future developments This edition has also been revised to include even more examples cases tasks activities and discussion topics with pedagogical features designed to aid international students This popular text and the accompanying website will continue to support students on business management and professional courses for years to come SEC Docket United States. Securities and Exchange Commission.1998 Corporate Finance and the Securities Laws Charles J. Johnson (Jr.), Joseph McLaughlin, Eric S.

Haueter, 2015-03-06 Corporate Finance and the Securities Laws has been winning over practitioners with its clear and guot how to do itandquot approach ever since its publication in 1990 This acclaimed guide is now completely updated in this Fifth Edition to help you meet the challenges of raising capital in today's increasingly regulated marketplace Written in plain English by two top experts in the field each with literally hundreds of successful deals under his belt Corporate Finance and the Securities Laws is the andquot go to and quot resource which explains the mechanics of corporate finance together with the statutes that govern each type of deal You ll receive expert corporate finance analysis procedural guidance and practical securities law pointers every step of the way to help you Structure all types of corporate finance deals from public private and offshore offerings to corporate debt restructurings commercial paper programs raising capital and asset based securities transactions Root out problems before corporate finance deals are put in motion with heads up input on securities law prohibited practices potential liabilities conflicts of interest due diligence concerns and other red flag issues Shepherd transactions through the corporate finance regulatory process with a clear understanding of applicable statutes and their implications in real life situations Know what to do when securities law problems crop up and find clear answers to the countless guestions that develop in the course of a corporate finance deal Close deals raising capital in a timely manner and work shoulder to shoulder with clients to accomplish your corporate finance objectives **Business Communication Peter** Hartley, Clive Bruckmann, 2008-01-28 This is a wide ranging up to date introduction to modern business communication which integrates communication theory and practice and challenges many orthodox views of the communication process As well as developing their own practical skills readers will be able to understand and apply principles of modern business communication Among the subjects covered are interpersonal communication including the use and analysis of nonverbal communication group communication including practical techniques to support discussion and meetings written presentation including the full range of paper and electronic documents oral presentation including the use of electronic media corporate communication including strategies and media The book also offers guidelines on how communication must respond to important organizational issues including the impact of information technology changes in organizational structures and cultures and the diverse multicultural composition of modern organizations This is an ideal text for undergraduates and postgraduates studying business communication and through its direct style and practical relevance it will also satisfy professional readers wishing to develop their understanding and skills Easier, Simpler, Faster Jean Cunningham, Duane Jones, 2007-02-23 To enhance and sustain its Lean journey a company must implement information systems that fully support and enhance the Lean initiative In Easier Simpler Faster Systems Strategy for Lean IT Jean Cunningham and Duane Jones introduce the case study of an actual Lean implementation involving the IT system of a mid size manufacturer highlighting the IT challenges that the manufacturer faced during the Lean transformation Winner of a Shingo Prize this book will provide you with a broader vision as well as a path to what a Lean system environment will look like for your company The

changing face of ESP in today's classroom and workplace Nalan Kenny, Ángeles Escobar Alvarez, 2020-09-01 Despite the growth and development of English for Specific Purposes ESP as an area of study since the 1960s few books related to classroom applications in combination with other disciplines such as Content and Language Integrated Learning CLIL English Language Teaching ELT or English as a Medium of Instruction EMI exist Each section of this volume includes scholarly written studies from across the globe indicating the extent and the importance ESP has in the current academic world Filling the present void in available material on this subject this book contains various useful and effective applications of ESP teaching activities for classroom settings as well as insights on how ESP can be combined with and adopted by other disciplines Written from a variety of backgrounds and perspectives this text is sure to contribute to this field and will be of interest to ESP teachers as well as postgraduate and undergraduate students Clear and Concise Susan McKerihan, 2015-02-02 How well do you write Good communication is a skill required by all professionals Whether you re preparing reports conducting reviews or simply writing emails expressing your ideas clearly and persuasively is fundamental to your success in the workplace Susan McKerihan has spent over twenty years assisting corporate clients to perfect their written communications In Clear Concise she shares her secrets using real world examples to show how to avoid common writing traps such as wordiness ambiguity and repetition By eliminating these habitual errors from your work and by using a logical top down structure you can improve the readability of your writing And when your words are lucid and focused your thinking becomes sharper and you become more impressive and more productive Clear Concise is the only writing guide you will ever need Language Change Adrian Beard, 2004-07-31 The Intertext series has been specifically designed to meet the needs of contemporary English Language Studies Working with Texts A Core Introduction to Language Analysis second edition 2001 is the foundation text which is complemented by a range of satellite titles. These provide students with hands on practical experience of textual analysis through special topics and can be used individually or in conjunction with Working with Texts Language Change examines the way external factors have influenced and are influencing language change focusing on how changing social contexts are reflected in language use explores the attitudes values and assumptions that shape the way we use language looks at how language change operates within different genres such as problem pages sports reports and recipes provides lively examples from everyday communication including letters emails postcards and text messages includes a unit on how new words are formed and features a full glossary **Official Gazette** Philippines, 1966

<u>Handbook of Organization Theory and Management</u> Forrest Clark, A.B. Lorenzoni, 2005-11-01 Few subjects are more influenced by philosophy than the form of governance that guides and administers public affairs yet much of the literature about public administration remains silent about this connection Handbook of Organization Theory and Management The Philosophical Approach Second Edition identifies and discusses many of the mos

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