



# PLAIN ENGLISH GUIDE

*How to write  
clearly and  
communicate  
better*

MARTIN CUTTS



# Quick Reference Plain English Guide

**C Cleary**



## **Quick Reference Plain English Guide:**

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** Martin Cutts, 2013-08-15 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 25 practical guidelines helping you to improve your vocabulary style grammar and layout to achieve clear writing It gives expert advice on all aspects of the writing process from avoiding jargon and legalese to organizing written information in print and online It also shows you how it s done with hundreds of real examples including before and after versions All this is presented in an authoritative and engaging way Completely revised and updated this essential reference work is now even more useful the word lists have been expanded a new list of cliché and troublesome words to avoid has been added and examples of real life stories have been replaced with more recent ones An improved design gives the book a fresh feel 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 **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

*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

**IT Project Proposals** Paul Coombs, 2005-07-28 Whether responding to tender from a potential client or pitching a new IT project to the Board a well written proposal can be the difference between success and failure IT Project Proposals Writing to Win can help you to create high quality persuasive proposals that will stand out from the crowd The author explains how to determine the reader's basis of decision and the writer's unique selling points It discusses the structuring of documents the secrets behind persuasive writing and the basic grammar and punctuation rules that will prevent writers from destroying a good argument through bad presentation Case studies and numerous examples show how the techniques described can be used in real life situations The book also introduces an automated questionnaire allowing any IT proposal to be reviewed and rated Written for IT managers consultants and anyone else producing internal or commercial proposals promoting software products or services

**Plain English Handbook: A Complete Guide to Good English** J. Martyn Walsh, Anna Kathleen Walsh, 1966 *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* 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

*California Guide to Criminal Evidence 2024-25 (8th edition)* Judge Elia V. Pirozzi (Ret.), 2025-02-01 This treatise is used by attorneys and judges throughout California as a comprehensive resource on evidentiary and constitutional issues It is unique in its approach with numerous checklists courtroom scripts and easy reference charts The California Guide to Criminal Evidence currently in its 8th edition is the one publication in California that provides a systematic approach for

practitioners and judicial officers to efficiently address evidentiary and constitutional issues during a trial or motion hearing. Complete with federal and state case and statutory law legal commentary and comprehensive easy to access flowcharts and tables the California Guide to Criminal Evidence is the primary resource a litigator will need to accurately resolve complex evidentiary or constitutional questions and effectively introduce an item for admission into evidence and get it admitted by the court. It is also functional and compact in that it was created to be brought to court along with counsel's trial binder and materials to be used when quick answers are required concerning evidentiary matters. The California Guide to Criminal Evidence was designed as a practice guide to assist attorneys navigate through the maze of legal issues that surface during a proceeding with ease, speed and precision. Although organized with a criminal law emphasis the California Guide to Criminal Law Evidence has been widely used by both civil and criminal law practitioners, judges and law professors. Unlike other evidence treatises on the market the California Guide to Criminal Evidence was written for new and experienced litigators complete with in depth legal analysis and commentary, practice charts and tables, sample scripts and scholarly and practical insight from an experienced criminal and civil trial judge. It highlights what judges look for and expect from counsel when seeking to introduce specific items of evidence for admission and how to respond to a judge's questions swiftly, concisely and with applicable legal reasoning. While other books on the market cover evidence and constitutional issues separately the California Guide to Criminal Evidence does both for one affordable price far below the cost of other texts offering less content. And while competitor publications focus primarily on California state cases the California Guide to Criminal Evidence contains a comprehensive examination of the Federal Rules of Evidence and U.S. Supreme Court and Ninth Circuit Court of Appeals decisions. And the California Guide to Criminal Evidence can be purchased in print version or eBook format. There is simply no equal to this unique practice resource on the market today. The California Guide to Criminal Evidence is organized in two distinct parts. Part 1 is a comprehensive discussion and analysis of the Evidence Code, the Fourth, Fifth and Sixth Amendments to the U.S. Constitution and all relevant case and statutory law. The discussion is organized to give the practitioner a practical and step by step methodology to assess the admissibility of evidence in a criminal trial or hearing. This approach requires the practitioner to address the following questions whenever the admissibility of evidence is in issue: Chapter 1: Relevance: Is the evidence relevant? Chapter 2: Foundation: Can the necessary foundation be established for the evidence? Chapter 3: Hearsay: Does the evidence constitute hearsay and if so does it fall within a recognized exception to the hearsay rule? Chapter 4: Statutory Limits on Particular Evidence: Is the evidence subject to exclusion or limitation under evidentiary rules related to character evidence, impeachment or privilege? Chapter 5: Exclusion of Evidence on Constitutional Grounds: Is the evidence subject to exclusion under the Fourth, Fifth or Sixth Amendment to the U.S. Constitution? Chapter 6: Discretionary Exclusion Under Evid. C. 352: Can the evidence survive exclusion under Evidence Code 352? Chapter 7: Preliminary Fact Determinations: Does the admissibility of a particular item of evidence depend on the existence or

nonexistence of some other fact Chapter 8 Burdens Presumptions Are there any burdens of proof or presumptions applicable to a fact or issue in the case Part 2 provides an assortment of charts and tables to assist the practitioner in addressing the evidentiary issues discussed in Part 1 quickly and effectively in the courtroom These charts and tables cover topics such as evidentiary objections hearsay exceptions character evidence privileges and numerous issues under the U S Constitution

**REVIEWS and WORDS OF PRAISE** What took us several hours of research in the law library this book succinctly and accurately summarized It s hard to imagine a criminal trial lawyer not having this useful guide in his trial briefcase James Campbell Esq Campbell DeMetrick PLC San Francisco Past President of the American Board of Criminal Lawyers Former Dean of the Nat l College of DUI Defense The book gives quick and reliable answers to all evidence questions demonstrating what is admissible what is not and the hows and whys of using the rules of evidence to win cases All busy lawyers will find it useful just about every day Edward Mallett Mallett Saper Berg LLP Past President of the Nat l Ass n of Criminal Defense Lawyers With this book I will no longer be panicking when the issue of admissibility as to a critical piece of evidence is suddenly being litigated mid trial Louis J Shapiro Law Offices of Louis J Shapiro Los Angeles Certified Specialist Criminal Law This book provides a systematic approach to determining evidence issues complete with insightful commentary flowcharts and tables to identify analyze and resolve evidence and constitutional questions during trial While serving as a Superior Court Judge it was always within arms reach and one of my most valuable resources Honorable Stanford Reichert ret California Superior Court Judge

**Plain English Guide to Windows Vista** ,2008 **Lotus Notes R5 For Dummies Quick Reference** Stephen R. Londergan,Pat Freeland,1999-06-02 Waste no time with the unimportant odds and ends of Lotus Notes start completing your tasks right away From using super fast Notes enhanced information searches to organizing your calendar this superb bite sized reference Lotus Notes R5 For Dummies Quick Reference gives you the information you need in order to use all the important features of Lotus Notes R5 E mail calendars databases and more all are at your disposal and all these can be stress free after you flip through this handy guide Take advantage of this product s new and improved user friendly interface and discover its easy compatibility with Windows 98 and NT Find out about your options for using Notes on site or on the go All this information and more is at your fingertips in Lotus Notes R5 For Dummies Quick Reference and can easily be accessed thanks to this book s lay flat binding

**Plain English Handbook** James Martyn Walsh,1982 A handbook of rules for English usage and grammar Media Writing Craig Batty,Sandra Cain,2016-02-05 Now updated in a second edition this highly accessible and practical guide to media writing brings together a range of different professional contexts enabling students to develop a solid understanding of the practices that will enable them to excel in any media writing field today In chapters spanning print online and broadcast news magazines public relations advertising and screenwriting Batty and Cain outline the key theories concepts and tools for writing in each context exploring their distinctive styles and practices and also identifying their shared ideas and principles Packed with exercises

case studies and career guidance this lively resource encourages students to engage with each form and hone transferable skills This insightful text is essential reading for students of journalism creative writing media studies and communication studies

**The Anti-Intellectual Presidency** Elvin T. Lim, 2012-01-01 Why has it been so long since an American president has effectively and consistently presented well crafted intellectually substantive arguments to the American public Why have presidential utterances fallen from the rousing speeches of Lincoln Teddy Roosevelt Wilson and FDR to a series of robotic repetitions of talking points and sixty second soundbites largely designed to obfuscate rather than illuminate In *The Anti Intellectual Presidency* Elvin Lim draws on interviews with more than 40 presidential speechwriters to investigate this relentless qualitative decline over the course of 200 years in our presidents ability to communicate with the public Lim argues that the ever increasing pressure for presidents to manage public opinion and perception has created a pathology of vacuous rhetoric and imagery where gesture and appearance matter more than accomplishment and fact Lim tracks the campaign to simplify presidential discourse through presidential and speechwriting decisions made from the Truman to the present administration explaining how and why presidents have embraced anti intellectualism and vague platitudes as a public relations strategy Lim sees this anti intellectual stance as a deliberate choice rather than a reflection of presidents intellectual limitations Only the smart he suggests know how to dumb down The result he shows is a dangerous debasement of our political discourse and a quality of rhetoric which has been described charitably as a linguistic struggle and perhaps more accurately as dogs barking idiotically through endless nights Sharply written and incisively argued *The Anti Intellectual Presidency* sheds new light on the murky depths of presidential oratory illuminating both the causes and consequences of this substantive impoverishment

**LEED Lab** Patricia Andrasik, 2021-11-22 Facility performance evaluations inform the long term life of a building and do not end with design or construction To this aim Patricia Andrasik created LEED Lab in collaboration with the US Green Building Council an increasingly popular international interdisciplinary collegiate laboratory course which utilizes campus buildings as demonstration sites to facilitate the green assessment of existing buildings LEED Lab A Model for Sustainable Design Education uses the LEED O M building rating system to measure and achieve performance driven campus facilities in which the readers work and operate The book explains in simple terms the theory tasks tools and techniques necessary for credit implementation and achievement and includes case studies and exercises for practical application in each chapter Readers will learn the conceptual scientific framework used to understand existing operational performance and how to quantify sustainable synergies create green campus policies with administrators and understand systems such as energy and water in a research based application The entire manual is accompanied by a vast online Teaching Toolkit to provide helpful educational resources such as syllabi lectures examinations assignments Individual Student Progress Presentation ISSP templates web resources and much more An excellent guide for undergraduate or graduate students enrolled in LEED Lab or a similar campus building assessment course as well as construction or

architectural professionals and facility managers this manual navigates the complexities of using a green building diagnostic tool such as LEED O M towards greater environmental literacy

**Studies in Ethnopragnmatics, Cultural Semantics, and Intercultural Communication** Lauren Sadow,Bert Peeters,Kerry Mullan,2019-10-23 This book is the third in a three volume set that celebrates the career and achievements of Cliff Goddard a pioneer of the Natural Semantic Metalanguage approach in linguistics This third volume explores the potential of Minimal English a recent offshoot of the Natural Semantic Metalanguage with special reference to its use in Language Teaching and Intercultural Communication Often considered the most fully developed comprehensive and practical approach to cross linguistic and cross cultural semantics Natural Semantic Metalanguage is based on evidence that there is a small core of basic universal meanings semantic primes that can be expressed in all languages It has been used for linguistic and cultural analysis in such diverse fields as semantics cross cultural communication language teaching humour studies and applied linguistics and has reached far beyond the boundaries of linguistics into ethnopsychology anthropology history political science the medical humanities and ethics

**Major Issues in Further Education** Shalini Wadhawa,2004 Cooking Around the World All-in-One For Dummies Mary Sue Milliken,Susan Feniger,Helene Siegel,Cesare Casella,Jack Bishop,Tom Lacalamita,Heather Heath,Martin Yan,Dede Wilson,Joan H. Moravek,Kristin Eddy,2003-03-14 Ever have food fantasies in a truly international vein an appetizer of feta cheese and roasted pepper spread an entr e of spinach ravioli and steaming coq au vin with a side of bulghur wheat and parsley salad topped finally with a dish of cool gelato di crema vanilla ice cream and chocolate souffle for dessert Well fulfilling food fantasies that read like the menu in the UN cafeteria is now entirely possible With Cooking All Around the World All in One For Dummies you ll be introduced to the cooking styles and recipes from eight of the world s most respected cuisines experiencing in the comfort of your own kitchen the fabulous variety of foods flavors and cultures that have made the world go round for centuries With a roster of cooking pros and all star chefs including Mary Sue Milliken Susan Feniger and Martin Yan Cooking All Around the World All in One For Dummies includes some of the most popular recipes from Mexican Italian French Greek and Middle Eastern Indian Chinese Japanese and Thai cuisines revealing the cooking secrets that have made these recipes so winning and in some cases such a snap Inside you ll find The essential ingredients and tools of the trade common to each cuisine The basic cooking techniques specific to each cuisine How to think like an Italian or Chinese chef What the inside of a French Greek and Middle Eastern and Japanese kitchen really looks like And once you become familiar with the new world of spices and ingredients you ll be whipping up tasty new exotic dishes in no time Page after page will bring you quickly up to speed on how to make each part of the menu from appetizers entr es to desserts a sparkling success Starters snacks and sides including Gazpacho Tuscan Bread Salad Leeks in Vinaigrette Falafel Spring Rolls Miso Soup Chicken Satays with Peanut Sauce The main event including Chipotle Glazed Chicken Lasagna Cauliflower au Gratin Lamb Kebabs Grilled Tandoori Chicken Braised Fish Hunan Style Shrimp and Veggie Tempura Sweet endings



including Mexican Bread Pudding Biscotti Chocolate Souffle Yogurt Cake Mango Ice Cream Green Tea Ice Cream Coconut Custard with Glazed Bananas With over 300 delicious recipes a summary cheat sheet of need to know info black and white how to illustrations and humorous cartoons this down to earth guide will having you whipping up dishes from every part of the globe Whether it s using a wok or tandoori oven with Cooking All Around the World All in One For Dummies every meal promises to be an adventure spoken in the international language of good food      **InfoWorld** ,1996-06-17 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

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