

Complete Plain Words 3rd Edition Ernest A Gowers

This book is a must-have for anyone producing bids and proposals ranging from short covering letters through to tenders for major corporate or government procurement. Its contents and practical advice will prove hugely beneficial for sales, marketing, project and technical staff and for business students at all levels.

This book deals with structural surveys for all types of building - domestic industrial and commercial - and includes diagnosis of a wide range of defects. It considers both modern and older construction methods, and deals with the particular problems of alterations and restoration work. Guidance is given on how to carry out measured surveys and on report writing. The third edition covers the latest definitions of types of property surveys, more information on report writing and a range of detail updates. * Covers all types of building - commercial, industrial and historical - not just domestic * Deals with particular problems of conversion and renovation work - increasingly important today * New edition features latest definitions of survey types, more on report writing and a range of other updates * 'a valuable reference book' - ASI Journal

'Be short, be simple, be human.' When Sir Ernest Gowers first wrote Plain Words, it was intended simply as a guide to the proper use of English for the Civil Service. Within a year, however, its humour, charm and authority had made it a bestseller. Since then it has never been out of print. Six decades on, writer Rebecca Gowers has created a new edition of this now-classic work that both revises and celebrates her great-grandfather's original. Plain Words has been updated to reflect numerous changes in English usage, yet Sir Ernest's distinctive, witty voice is undimmed. And his message remains vital: our writing should be as clear and comprehensible as possible, avoiding superfluous words and clichés - from the jargon of 'commercialese' to the murky euphemisms of politicians. In a new preface, this edition draws on an extensive private archive, previously hidden away in family cupboards and attics, to tell the story behind a book that has become an institution: the essential guide to making yourself understood.

"Learn how to have great conversations through your site or app. Meet your business goals while satisfying your site visitors' needs. Learn how to create useful and usable content from the master - Ginny Redish. Ginny's easy-to-read style will teach you how to plan, organize, write, design, and test your content!"--

Medical Journalism

How to Write Better English

Writing Web Content that Works

A Prescription for Clarity

A Very Simple Introduction to the Terrifyingly Beautiful World of Computers and Code

The Routledge Encyclopedia of Film Theory

"The manner in which computers are now able to mimic human thinking to process information is rapidly exceeding human capabilities in everything from chess to picking the winner of a song contest. In the modern age of machine learning, computers do not strictly need to receive an 'input command' to perform a task, but rather 'input data'. From the input of data they are able to form their own decisions and take actions virtually as a human world. But given it is a machine, it can consider many more scenarios and execute far more complicated calculations to solve complex problems. This is the element that excites data scientists and machine learning engineers the most. The ability to solve complex problems never before attempted. This book will dive in to introduce machine learning, and is ideal for beginners starting out in machine learning."--page 4 of cover.

Written in such a way as to make it accessible to toxicologists who do not have English as a first language, this book focuses on evaluating, interpreting and reporting results of regulatory toxicology studies.

Strong interpersonal skills are a fundamental requirement in all work environments. This book provides expert guidance for IT and other professionals on key skills including: building rapport; team working; leadership; negotiation; written communication; managing conflict; presentation skills; coaching and mentoring; and problem solving.

Providing a single-volume source of information about the English language, this text takes in language examples from Cockney to Creole across a historical range from Chaucer to Chomsky.

A Contribution to Historical Sociolinguistics

A Guide to Good English

C++ in Plain English

A Guide to Using Clearer Language

Bids, Proposals and Tenders

Business Communication

Nigel Warburton, bestselling author and experienced lecturer, provides all the guidance and advice you need to dramatically improve your essay-writing skills. The book opens with a discussion of why it is so important to write a good essay, and proceeds through a step-by-step exploration of exactly what you should consider to improve your essays and marks. You will find help on how to: focus on answering the question asked research and plan your essay build and sustain an argument improve your writing style and tone. The Basics of Essay Writing is packed full of good advice and practical exercises. Students of all ages and in every subject area will find it an easy-to-use and indispensable aid to their studies.

Partridge's classic guidelines for writing standard English and explanations of usage differences are updated for the nineties with articles on sexism and vogue words

Modern Legal Drafting provides a comprehensive, authoritative guide to drafting legal documents in effective, plain English. Peter Butt, a leading expert in the field, has fully revised and updated the text for this new edition. It combines a practical focus with the legal principles that underpin the use of plain language in law. This dual practical and academic approach distinguishes it from other books in the field. It includes expanded material on the techniques for achieving a style that is both clear and legally sound. It also includes new material on the challenges and merits of drafting in plain language, and provides many before-and-after examples to help both practising lawyers and students develop their skills. It takes an international approach, drawing upon case law and statutes from England, Australia, New Zealand, the United States, Canada, Ireland, India, Malaysia, Singapore and Hong Kong.

The Penguin Writers' Guides series provides authoritative, succinct and easy-to-follow guidance on specific aspects of written English. Whether you need to brush up your skills or get to grips with something for the first time, these invaluable Guides will help you find the best way to get your message across clearly and effectively. This essential guide covers the key rules - and pitfalls - of written and spoken grammar. It covers such areas as: the building blocks of language, common errors and misconceptions, choosing the right level of expression, differences between British and American English, and political correctness. It also discusses various uses of language, from creative writing, CVs and reports to verbal presentations, and business and personal letters, with many useful suggestions for accurate and fluent English.

The Writer's Guide

A Plain English Introduction

Penguin Writers' Guides: How to Write Better English

Legal Writing in Plain English, Second Edition

The Palgrave Dictionary of Anglo-Jewish History

A Guide to Better Writing for Scientists, Engineers and Students

(Book). Publishing is one of the most complex and lucrative parts of the music business. Industry expert Randall Wixen covers everything from mechanical, performing and synch rights to sub-publishing, foreign rights, copyright basics, types of publishing deals, advice on representation and more. Get a view from the top, in plain English. This updated and revised edition has been prepared in light of the ever-changing landscape of music publishing, taking into account factors like illegal downloading and recent announcements from the Copyright Royalty Board. With an added "DIY" chapter, the author demonstrates why the playing field has changed for the traditional copyright administrators, and how musicians just starting out can protect their own work until they hit the big time.

Plain English is an essential tool for effective communication. Information transmitted in letters, documents, reports, contracts, and forms is clearer and more understandable when presented in straightforward terms. The Oxford Guide to Plain English provides authoritative guidance on how towrite plain English using easy-to-follow guidelines which cover straightforward language, sentence length, active and passive verbs, punctuation, grammar, planning, and good organization. This handy guide will be invaluable to writers of all levels. It provides essential guidelines that will allow readers to develop their writing style, grammar, and punctuation. The book also offers help in understanding official jargon and legalese giving the plain English alternatives. This guide gives hundreds of real examples and shows 'before and after' versions of texts of different kinds which will help readers to look critically at their own writing. Helpfully organized into 21 short chapters, each covering a different aspect of writing. Clearly laid out, and easy to use,the Oxford Guide to Plain English is the best guide to writing clear and helpful documents.

You Will Learn Python 3! Zed Shaw has perfected the world's best system for learning Python 3. Follow it and you will succeed—just like the millions of beginners Zed has taught to date! You bring the discipline, commitment, and persistence; the author supplies everything else. In Learn Python 3 the Hard Way, you'll learn Python by working through 52 brilliantly crafted exercises. Read them. Type their code precisely. (No copying and pasting!) Fix your mistakes. Watch the programs run. As you do, you'll learn how a computer works; what good programs look like; and how to read, write, and think about code. Zed then teaches you even more in 5+ hours of video where he shows you how to break, fix, and debug your code—live, as he's doing the exercises. Install a complete Python environment Organize and write code Fix and break code Basic mathematics Variables Strings and text Interact with users Work with files Looping and logic Data structures using lists and dictionaries Program design Object-oriented programming Inheritance and composition Modules, classes, and objects Python packaging Automated testing Basic game development Basic web development It'll be hard at first. But soon, you'll just get it—and that will feel great! This course will reward you for every minute you put into it. Soon, you'll know one of the world's most powerful, popular programming languages. You'll be a Python programmer. This Book Is Perfect For Total beginners with zero programming experience Junior developers who know one or two languages Returning professionals who haven't written code in years Seasoned professionals looking for a fast, simple, crash course in Python 3

*For anyone who has ever searched for the right word at a crucial moment, the revised third edition of this bestselling guide offers a smart and succinct way to say everything One million copies sold! How to Say It® provides clear and practical guidance for what to say--and what not to say--in any situation. Covering everything from business correspondence to personal letters, this is the perfect desk reference for anyone who often finds themselves struggling to find those perfect words for: * Apologies and sympathy letters * Letters to the editor * Cover letters * Fundraising requests * Social correspondence, including invitations and Announcements This new edition features expanded advice for personal and business emails, blogs, and international communication.*

Woe Is I: The Grammarphobe's Guide to Better English in Plain English

The History of English in a Social Context

The Plain and Simple Guide to Music Publishing

Modern Legal Drafting

A Text with Exercises

Choice Words, Phrases, Sentences, and Paragraphs for Every Situation

'Packed with little gems' BJA. The new edition is thoroughly updated with new examples and includes coverage of how to present clear diagrams.

Oxford Guide to Plain EnglishOxford University Press, USA

The Oxford Companion to the English Language provides an authoritative single-volume source of information about the English language. It is intended both for reference and for browsing. The first edition of this landmark Companion, published in 1998, adopted a strong international perspective, covering topics from Cockney to Creole, Aboriginal English to Caribbean English and a historical range from Chaucer to Chomsky, Latin to the World Wide Web. It succinctly described and discussed the English language at the end of the twentieth century, including its distribution and varieties, its cultural, political, and educational impact worldwide, its nature, origins, and prospects, and its pronunciation, grammar, vocabulary, word-formation, and usage. This new edition notably focuses on World Englishes, English language teaching, English as an international language, and the effect of technological advances on the English language. More than 130 new entries include African American English, British Sign Language, China English, digital literacy, multimodality, social networking, superdiversity, and text messaging, among many others. It also includes new biographical entries on key individuals who have had an impact on the English language in recent decades, including Beryl (Sue) Atkins, Adam Kilgariff, and John Sinclair. It is an invaluable reference for English Language students, and fascinating reading for any general reader with an interest in language.

A compendium of revised statutes, regulations, and other information related to Hipaa privacy, security, transactions, code sets, and meaningful use, as well as observations on electronic medical records and patient communications.

Usage and Abuseage

The Complete Plain Words

The Basics of Essay Writing

Letting Go of the Words

After the Final Rule

Presenting Toxicology Results

Note: This is the 3rd edition. If you need the 2nd edition for a course you are taking, it can be found as a "other format" on amazon, or by searching its isbn: 1534970746 This gentle introduction to discrete mathematics is written for first and second year math majors, especially those who intend to teach. The text began as a set of lecture notes for the discrete mathematics course at the University of Northern Colorado. This course serves both as an introduction to topics in discrete math and as the "introduction to proof" course for math majors. The course is usually taught with a large amount of student inquiry, and this text is written to help facilitate this. Four main topics are covered: counting, sequences, logic, and graph theory. Along the way proofs are introduced, including proofs by contradiction, proofs by induction, and combinatorial proofs. The book contains over 470 exercises, including 275 with solutions and over 100 with hints. There are also Investigate! activities throughout the text to support active, inquiry based learning. While there are many fine discrete math textbooks available, this text has the following advantages: It is written to be used in an inquiry rich course. It is open source, with low cost print editions and free electronic editions. This third edition brings improved exposition, a new section on trees, and a bunch of new and improved exercises. For a complete list of changes, and to view the free electronic version of the text, visit the book's website at discrete.openmathbooks.org

Mary Mitchell, Ms. Demeanor herself, takes you through Y2K and beyond with The Complete Idiot's Guide to Etiquette, Second Edition. Topics covered include gifts and e-commerce: can you "wrap" an electronic gift?, telecommuting and the home office: the impact on family and friends, and volunteering: the fine line between being Mother Theresa and Lady Bountiful. This title also includes an updated section on weddings, plus tips from the expert on dining on the run, takeout, new tipping systems, and manners at Mickey D's. Other topics include privacy, diversity, and harassment issues on the job, E-mail etiquette and computer manners, and saying the right thing--is small talk dead?

This unique and controversial book puts professional practice in the spotlight. It provides excellent comparative teaching material for professionals to help them develop reflective and ethically responsive practice and initiates a long overdue debate. 'One of the main contributions that this book makes is to provide readers from many different backgrounds professional personal and organisational with a vocabulary with which to begin to articulate the importance ambivalence and discomforts that can surround the enactment of values in the turbulent environment surrounding professions of all kinds today. The editors of this book assert that 'values are everybody's business'. It is my belief that readers will become convinced of the veracity of this assertion once they have read the fascinating and very varied discussions of the ways in which values and professions have interacted and continue to interact' John Wyn Owen in the Foreword

The third edition of this well-respected guide will help students of all subjects to write more clearly and more effectively, with valuable advice on how to: make good notes find information, cite sources and list references write better coursework assignments achieve higher grades in tests and examinations prepare a well-organised dissertation, long essay, term paper, project report or thesis write effective letters and applications. Written by an esteemed author with many years of experience of helping students improve key writing skills, this text also includes straightforward guidance on word choice and the new challenges and opportunities afforded by the use of computers. Exercises are also provided for students to put the theories into practice, either individually or in group work.

The Architect in Practice

HIPAA Plain and Simple

A Guide to Better Writing in Coursework and Examinations

Discrete Mathematics

Scientists Must Write

Good writing and communication skills are essential in many areas of science and engineering, to help observation, thinking and remembering, to organize work and to avoid stress. Written by a scientist for scientists, this book is much more than a textbook of English grammar – it is a valuable source of information for all aspects of writing in scientific and technical situations. The only book focusing on the ways in which writing is important to the scientific community, this book assists readers on: * how to write and choice of words * using numbers and illustrations * writing project reports, theses and papers for publication * giving a short talk or presentation. The new edition of Scientists Must Write has been fully revised and updated to take account of the changes in information and communications technology including word processing and information storage and retrieval; new appendices on punctuation, spelling and computers; and useful exercises to improve writing. This popular guide will be of great use to undergraduates, postgraduates, professional scientists and engineers.

This authoritative and comprehensive guide to key people and events in Anglo-Jewish history stretches from Cromwell's re-admittance of the Jews in 1656 to the present day and contains nearly 3000 entries, the vast majority of which are not featured in any other sources.

A guide to clear writing.

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.

How to Evaluate Data and Write Reports

The Complete Idiot's Guide to Grant Writing

Students Must Write

Plain Words

An Open Introduction

The Rules of Golf in Plain English, Third Edition

'This is a superb book which combines the rare mixture of high quality information with humour. The style of writing engages the reader from the introduction and the experience and insight of the author occasionally makes it difficult to put down, a rare feature of a textbook. I would unreservedly recommend this book not only to those studying journalism but to students of language and all who use the spoken and written word as the 'materials' of their work.' Barry Turner, Nottingham Trent University 'Rick Thompson's guidance manual is packed with advice to would-be writers for this medium. He's someone with years of experience at the top level of the national and international profession, and he's smack up to date with his references. The book is aimed at journalists, but anyone with a serious interest in developing their literacy will learn a lot about professional writing skills from what he has to say.'

Roy Johnson, www.mantex.co.uk Writing for Broadcast Journalists guides readers through the significant differences between the written and the spoken versions of journalistic English. It will help broadcast journalists at every stage of their careers to avoid such pitfalls as the use of newspaper-English, common linguistic errors, and Americanised phrases, and gives practical advice on accurate terminology and pronunciation, while encouraging writers to capture the immediacy of the spoken word in their scripts. Writing for Broadcast Journalists includes: practical tips on how to avoid 'journalese', clichés and jargon guidance on tailoring your writing style to suit a particular audience advice on converting agency copy into spoken English writing to television pictures examples of scripts from some of the best in the business an appendix of 'dangerous' words and phrases to be avoided in scripts.

"'The cry for the simplification of the Rules of Golf is a stock-in-trade of the journalist during the winter months. Countless words on the subject have been poured out to an ever-tolerant public, but still the long-sought simplification does not come.'"—Henry Longhurst, 1937 The hopes of renowned writer and golfer Henry Longhurst—and millions of golfers before and after him—have finally been realized. In The Rules of Golf in Plain English, Bryan A. Garner, American English language and usage expert, and Jeffrey S. Kuhn, volunteer USGA rules official, have translated the knotty Rules with the encouragement and permission of the United States Golf Association. The result is a modern, readable version that offers, for the first time, clear guidance to both amateurs and professionals. Based on a 338-word set of thirteen rules written in 1744, the official Rules have grown, over two and a half centuries, to 40,000 words. Numerous contributors and a complex revision process have rendered these Rules so opaque and stylistically inconsistent that a companion volume—the 600-page Decisions on the Rules of Golf—has been published to help golfers navigate them. Both lawyers and avid golfers, Kuhn and Garner recognized the difficulties that the language of the Rules of Golf created, especially in a sport that expects players to call penalties on themselves. By reworking the Rules line by line, word by word, they have produced an accessible resource that no golfer—from the duffer to the pro—should be without.

