

## Plain English Guide Martin Cutts

*This book offers candid advice and 20 easy-to-follow guidelines covering plain words, sentence length, active and passive verbs, punctuation, planning, and good organization of point. It is an essential guide for anyone who needs to produce written work.*

*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 to write 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.*

*Readers and writers of all levels will find the Oxford A-Z of English Usage essential. Based on Oxford's world-leading dictionary research programmes and contemporary language monitoring, and giving examples of real usage, this book provides the essential information about usage and correct English that is needed in practical, everyday situations. Arranged in A-Z sequence, it contains over 680 entries on issues of spelling, grammar, meaning and PC language that confuse people (e.g. licence / license; learning difficulties / mental handicap; fewer / less). In addition, there are more than 20 special feature articles on specific topics such as hyphenation or the use of Latin plurals, as well as commonly confused terms like Britain, Great Britain, the British Isles, England. With a fresh page design, the Oxford A-Z of English Usage gives the reader immediate and easy access to answers, by means of clear and coherent explanations and illustrations. It will prove the first port of call for any reader seeking clear, authoritative help with usage questions.*

*A comprehensive, practical guide to writing and speaking clearly, effectively, and persuasively*

*shows how to get one's point across; how to organize memos, letters, and reports; and how to remember and deliver successful presentations. UP.*

*The quick reference plain English guide*

*Good Word Guide*

*Oxford A-Z of Better Spelling*

*Balancing Comprehensibility and Acceptability*

*Oxford Guide to Effective Argument and Critical Thinking*

*Oxford Guide to Effective Writing and Speaking*

**Oxford Guide to Plain English**Oxford University Press, USA

As new words flood into conversations, presentations, e-mail correspondence and websites, ever more questions are generated as to how to speak and write correctly. This fully updated edition of the bestselling Good Word Guide offers information and advice on punctuation, pronunciation, spelling and grammar, and provides quick answers to everyday language problems.

This A-Z provides 1001 words you need to know to make your writing and speaking effective, convincing, and expressive. With clear guidance on choosing the right word, this book is essential for anyone wanting to achieve greater success in written and spoken tasks including essays, interviews, CVs and application letters, reports, and more.

Comprehensive and truly accessible, Technical Communication guides students through planning, drafting, and designing the documents that will matter in their professional lives. Known for his student-friendly voice and eye for technology trends, Mike Markel addresses the realities of the digital workplace through fresh samples and cases, practical writing advice, and a companion Web site — TechComm Web — that continues to set the standard with content developed and maintained by the author. The text is also available in a convenient, affordable e-book format.

**Banishing Bureaucratese**

**Easy Language – Plain Language – Easy Language Plus**

**Plain Language, Clear and Simple**

**Concise Colour Medical Dictionary**

**A Student and Practitioner Guide**

**Writing at Work**

*A handbook of alphabetized entries which provide answers to questions of use, meaning, grammar, punctuation, precision, logical structure, and color.*

*Our language is changing faster than ever before, thanks to the influence of the media, e-mail, the Internet and text messaging. Modern communications are breaking down distinctions between formal and informal English, raising ever more questions as to how to speak and write correctly. This fully updated edition of the bestselling Good Word Guide offers information and advice on spelling, grammar, punctuation, pronunciation, confusables and the latest buzzwords, and provides clear, straightforward answers to everyday language problems. With a foreword by Martin Cutts, Research Director, Plain Language Commission. 'In every sense, a good word guide' Times*

*Educational Supplement 'This intelligent guide is an essential addition to the bookshelves of all readers and writers' Good Book Guide*  
*This comprehensive and practical book covers the basics of grammar as well as the broad brush issues such as writing a grant application and selling to your potential audience. The clear explanations are expanded and lightened with helpful examples and telling quotes from the giants of good writing. These experienced writers and teachers make scientific writing enjoyable.*

*The official style guide followed by The Times and The Sunday Times. Uncover the rules, conventions and policies on spelling, grammar and usage followed by the journalists, contributors and editors working on the Times and Sunday Times newspapers. Now updated with all the latest policy decisions.*

*1001 Words You Need To Know and Use*

*Accessible Communication: A Cross-country Journey*

*Technical Communication*

*A Guide to Writing and Speaking*

*The Glamour of Grammar*

*Oxford Guide To Plain English 2/E*

Updated to reflect questions found on the most recent ESL tests, this book presents 400 common phrasal verbs as they are used in everyday English. Phrasal verbs are verbs combined with prepositions or adverbs. Familiarity with phrasal verbs and understanding their use as nouns (breakup, showoff, etc.) or adjectives (spaced-out, broken-down, stressed-out, and many others) is essential to ESL students.

Updated information includes: the most commonly used phrasal verbs; activities and examples that reflect our current technology and the world around us; an expanded introduction for the teacher with a thorough breakdown and explanation of phrasal verbs; and, a discussion of separable and inseparable phrasal verbs in Unit I, and more. This book's hundreds of examples in context and hundreds of exercises will be extremely useful to ESL students who are preparing for TOEFL or who simply wish to improve their English.

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.

Good spelling is fundamental to making the right impression with any type of writing; reports, homework, CVs, and letters all require correct spelling in order to get the message across in clear and straightforward English. Adaptable or adaptable? Definite or definite? Delirious or delirious? What is the difference between assent and ascent, dual and duel, or forbear and forebear? How do you make the plural of halo? Is it halos or haloes? Actually it's both, but not so for potato, the plural of which is potatoes. Knowing the difference between easily confusable words, making plurals, and adding endings are just some of the aspects of spelling that confront us with endless pitfalls. This easy-to-use A-Z guide does what no spellchecker can do: it gives immediate access not only to individual word spellings but also to general rules that will help you develop good spelling. The book covers the topics in simple and helpful terms and also offers advice on how to use apostrophes and hyphens, and the differences between British and American spelling. The core of the book is a list of over 2,000 words laid out for quick and easy reference. Based on evidence of misspelling gathered from real situations, this guide is the most useful and comprehensive help on spelling available. This new edition makes the benefits of the material more explicit to the general reader: better organization of the supplementary features, simplified and more transparent design, additional and updated content, and more clearly written rules. One of a mini-series of titles on spelling, grammar and punctuation, and usage.

"Explains how to plan, organize, and structure your writing. Helps you master plain English and improve your writing with expert advice on vocabulary, style, punctuation, grammar, and proofreading Provides advice on avoiding jargon and clichés, and practical, up-to-date guidance on writing in an inclusive manner Shows you how it's done with hundreds of real examples, including 'before' and 'after' versions"--

The Careful Writer

Plain Language in Plain English

Easy When You Know How

Using Plain Language in Government Writing

### Handbook of Easy Languages in Europe

This colour edition medical dictionary should be of use both as a home medical guide and as an aid for all those working in the medical and allied professions. Over 10,000 concise entries cover all the major medical and surgical specialties and the dictionary aims to reflect recent medical advances, including those in genetics, infertility treatment, cancer, imaging techniques, organ transplantation, and the links between BSE and Creutzfeldt-Jakob disease, and there is coverage of new drugs in clinical use. 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. Topics range as widely as ambiguity, definitions, provisos, recitals, simplified outlines, terms of art, tone, and the various principles of legal interpretation. Words and phrases deal with legal expressions that non-lawyers find opaque and obscure. The purpose is to show that you can usually substitute a plain-English equivalent. Usage entries include matters such as abbreviations, acronyms, active and passive voice, brackets, bullet points, citation methods, cross-referencing, deeds, fonts, document design, footnotes, gender-neutral language, numbering systems, plain language, punctuation, the use of Latin, structures for legal advices and documents, and techniques for editing and proofreading. With an emphasis on technical effectiveness and understanding, the book is required reading for all those engaged in the practice and study of law.

Enraged polemic though this book may be, it is also constructive, collected and funny. Where it is angry, it is righteous anger because the evils it condemns if left unchecked are likely to kill English as a truly expressive medium for journalistic and business writing in India. . . . This book may be the last hope for reform.

How do you approach an essay or discussion question? How do you review what claims others have made and offer counter-claims? And how do you weigh up the strengths and weaknesses of your own argument before putting together a persuasive conclusion? This accessible book takes you step by step through the art of argument, from thinking about what to write and how you might write it, to how you may strengthen your claims, and how to come to a strong conclusion. Engagingly written and featuring useful summaries at the end of each chapter, this new book offers easily transferable practical advice on assessing the arguments of others and putting forward effective arguments of your own. The book's strength lies in its clear guidance and the use of real-life arguments - both contemporary and historical - and real-life essay questions from a variety of disciplines across the humanities and social sciences. These interesting, relevant, and often entertaining, examples are used not to illustrate, but to make essential points about what can be learnt, what techniques can be borrowed, and what pitfalls to avoid in the area of analytical thinking and writing. The Oxford Guide to Effective Argument and Critical Thinking is sure to improve the written work of any student required to demonstrate the key skills of critical writing and thinking. It is equally as valuable for professionals needing these skills (e.g. journalists, lawyers, researchers, politicians) as well as for anyone who has a case to put forward and would like to do so convincingly.

## Where To Download Plain English Guide Martin Cutts

Plain Language and Ethical Action

Scientific Writing

Reason to Write

A Dictionary of First Names

The Oxford Dictionary of Literary Terms

Collins Complete Writing Guide

Including examples of real usage, this handy volume provides clear information about grammar and punctuation that we need on a day-to-day basis in over 300 entries. Revised and updated, The Oxford A-Z of Grammar and Punctuation offers accessible and coherent explanations across a broad range of topics, and is the first port of call for any reader seeking clear, authoritative help with grammar and punctuation. Both easy to use and comprehensive, it is an essential tool for writing at home, in the office, at school, and at college.

The Handbook of Easy Languages in Europe describes what Easy Language is and how it is used in European countries. It demonstrates the great diversity of actors, instruments and outcomes related to Easy Language throughout Europe. All people, despite their limitations, have an equal right to information, inclusion, and social participation. This results in requirements for understandable language. The notion of Easy Language refers to modified forms of standard languages that aim to facilitate reading and language comprehension. This handbook describes the historical background, the principles and the practices of Easy Language in 21 European countries. Its topics include terminological definitions, legal status, stakeholders, target groups, guidelines, practical outcomes, education, research, and a reflection on future perspectives related to Easy Language in each country. Written in an academic yet interesting and understandable style, this Handbook of Easy Languages in Europe aims to find a wide audience.

Provides guidance on writing clearly and effectively, covering such topics as sentence length, active and passive verbs, punctuation, grammar, and proofreading.

Offering a balanced collection of classic contemporary essays, this guide includes coverage of writing styles, voices and cultural perspectives.

Oxford A-Z of English Usage

Plain English for Lawyers

Oxford Guide to Plain English

75 Readings Plus

The fast way to correct English - spelling, punctuation, grammar and usage

Strategies for Success in Academic Writing : Advanced

***Takes students through the writing process from generating ideas, drafting and revising, to proof-***

**reading and editing. This work features guidelines, strategies, and practice in writing for academic success. It contains a short reading passage to spark students' interest and provide meaningful issues to write about.**

**This Dictionary is part of the Oxford Reference Collection: using sustainable print-on-demand technology to make the acclaimed backlist of the Oxford Reference programme perennially available in hardback format. The fascinating and informative Dictionary of First Names covers over 6,000 names in common use in English, including the very newest names as well as traditional names. From Alice to Zanna and Adam to Zola this book will answer all your questions: it will tell you the age, origin, and meaning of the name, as well as how it has fared in terms of popularity, and who the famous fictional or historical bearers for the name have been. It covers alternative spellings, short forms and pet forms, and masculine and feminine forms, as well as help with pronunciation. The book includes extensive appendices covering names from languages including Scottish, Irish, French, German, Italian, Arabic, and Chinese names. Tables of the most popular names by year and by region are also included. From the traditional to the rare and unconventional, this book will tell you everything you need to know about names.**

**How to apply principles of good writing to government workplace writing.**

**A complete guide to clean, precise and understandable legal writing So many books give you advice that turns out to be hollow: "know your audience," "structure your writing." The real strength in Plain Language Legal Writing is how, throughout, Stephens provides clear instructions on how to accomplish what she's recommending. Instead of just telling you to plan what you're going to write, she walks you step-by-step through the planning. Instead of telling you to consider your audience before writing, she describes in detail the sorts of audiences a legal document might have (more than you'd expect!) and how to best meet their needs. Plain Language Legal Writing will help you produce documents that people are willing to read and able to understand. More:**

**PlainLanguageLegalWriting.com Other versions: e-book**

**The Case for Plain Language in Business, Government, and Law**

**A Guide to the Magic and Mystery of Practical English**

**The Book for Every English-speaking Indian**

**The Lawyer's Style Guide**

**How to Communicate Clearly**

**Writing for Dollars, Writing to Please**

## Where To Download Plain English Guide Martin Cutts

Effective writing is a key to professional success.

Presents a hands-on guide to plain language writing for government employees. The goal is to provide effective service by telling people what they need or want to know using language that is easily understood and information that is organized in a clear and logical way.

Comprising 8 books in one, this compendium writing guide is for all who aspire to improve their writing skills, grammar, spelling and punctuation in one easy step.

Early in the history of English, the words "grammar" and "glamour" meant the same thing: the power to charm. Roy Peter Clark, author of *Writing Tools*, aims to put the glamour back in grammar with this fun, engaging alternative to stuffy instructionals. In this practical guide, readers will learn everything from the different parts of speech to why effective writers prefer concrete nouns and active verbs. *THE GLAMOUR OF GRAMMAR* gives readers all the tools they need to "live inside the language"--to take advantage of grammar to perfect their use of English, to instill meaning, and to charm through their writing. With this indispensable book, readers will come to see just how glamorous grammar can be.

The Plain English Guide

Answers Everyday Language Problems

An A-Z of Effective Vocabulary

The Times Style Guide: A practical guide to English usage

The Ultimate Phrasal Verb Book

Plain Language Legal Writing

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 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 Peñalva 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.

This book shows you how to write for customers and clients in language that's easy to understand. It is a thorough com

writing process, with comprehensive guidance and advice on understanding your readers, planning and creating your text, and presenting your words in a good design. The contributor list reads like a who's who of plain language experts. Plain Language in Plain English is a valuable resource for governments, businesses, service providers, and professionals in any field to improve their communication. From organizational guidelines, literacy awareness, and reader expectations, to effective speaking strategies for presentations, Plain Language in Plain English, is a comprehensive tool to have in your communication toolbox.

This book seeks to change public and legal writing—by making the ultimate case for plain language. The book gathers a large amount of evidence for two related truths: using plain language can save businesses and government agencies a ton of money, and plain language serves and satisfies readers in every possible way. The book also debunks the ten biggest myths about plain writing. And it looks on 40 highlights in plain-language history. Professor Joseph Kimble is a leading international expert on this subject. Here is the book that sums up his important work. His message is vital to every government writer, business writer, and attorney.

Plain Language and Ethical Action examines and evaluates principles and practices of plain language that technical content producers can apply to meet their audiences' needs in an ethical way. Applying the BUROC framework (Bureaucratic, Unfamiliar, Rights-Oriented, and Critical) to identify situations in which audiences will benefit from plain language, this work offers in-depth profiles that show how six organizations produce effective plain-language content. The profiles show plain-language projects done by organizations ranging from grassroots volunteers on a shoe-string budget, to small nonprofits, to consultants completing significant federal projects. End-of-chapter questions and exercises provide tools for students and practitioners to reflect on and apply insights from the profiles. Reflecting global commitments to plain language, this volume includes a case study of a European group based in Sweden along with results from interviews with plain-language experts around the world, including Canada, England, South Africa, Portugal, Australia, and New Zealand. This work is intended for use in courses in information design, technical and professional communication, health communication, and other areas producing plain language communication. It is also a crucial resource for practitioners developing plain-language technical content and content strategists in a variety of fields, including health literacy, technical communication, and information design.

A Dialogic Approach to Technical Content in the 21st Century

Plain English at Work

Indlish

Oxford A-Z of Grammar and Punctuation

How to write clearly, effectively and professionally

The Oxford Guide to Effective Writing & Speaking is the essential guide for everyone who needs to communicate clearly and effectively. It combines practical advice on specific writing and speaking tasks with detailed self-help chapters covering grammar, spelling, and the writing process itself.