THE
PLAIN ENGLISH GUIDE

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better*

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Oxford

Plain English Guide

Silvia Marino,Łucja Biel,Martina Bajčić,Vilelmini Sosoni

Plain English Guide:

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,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 *The New Engineering Contract* Arthur McInnis,2001 The introduction of the New Engineering Contract NEC encourages a systematic approach to contracting which is multidisciplinary in nature and fully interlocked in form The NEC is intended by its supporters to be more flexible and easier to use than any current leading traditional standard forms of contract It is believed that these features reduce adversariality and disputes The NEC seeks to achieve this aim primarily through co operative management techniques and incentives built into the NEC s procedures This commentary analyses and evaluates these and related claims of innovation The New Engineering Contract A legal commentary examines the background to the NEC its design objectives structure procedures and likely judicial interpretation to determine whether it improves upon the traditional standard forms of contract Special attention is given in the commentary to the development and the significance of the principles underlying preparation of the NEC as well as the arguments in favour of and against them Throughout the detailed commentary upon the NEC clauses comparisons to the traditional forms are also made to highlight unique features and principles of general application The conclusion reached is that the NEC does make a significant contribution to the development of standard forms of contract addresses many of their short comings and offers one of the best models for their future development direction and design The commentary draws upon the body of the project management literature and legal analysis to support its conclusions The New Engineering Contract A legal commentary will be essential reading for lawyers barristers and solicitors as well as engineers and project managers Modern Statutory Interpretation Jeffrey Barnes,Jacinta Dharmananda,Eamonn Moran,2023-01-10 Modern Statutory Interpretation is an original clear coherent and research based account of contemporary Australian statutory interpretation It provides a comprehensive coverage of

statutory interpretation law legislative drafting the parliamentary process the modern history of interpretation sources of doubt and interpretation techniques **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 *Language and Law* Silvia Marino,Łucja Biel,Martina Bajčić,Vilelmini Sosoni,2018-10-30 The book provides an overview of EU competition law with a focus on the main developments in Italy Spain Greece Poland and Croatia and offers an in depth analysis of the role of language translation and multilingualism in its implementation and interpretation The first part of the book focuses on the main developments in EU competition law in action which includes legislation case law and praxis This part can be divided into two subparts the private enforcement of EU competition law and the cooperation among enforcers i e the EU Commission the national competition authorities and the national courts Language is of paramount importance in the enforcement of EU competition law and as such the second part highlights legal linguistic skills showcasing the advantages and the challenges of multilingualism especially in the context of the predominant use of English as the EU drafting and vehicular language The volume brings together contributions prepared andpresented as part of the EU funded research project Training Action for Legal Practitioners Linguistic Skills and Translation in EU Competition Law **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 *Model Business Letters, E-mails & Other Business Documents* Shirley Taylor,Leonard Gartside,2004 This book is the ultimate single source guide for writing clear effective business documents A comprehensive easy to use reference book packed with valuable information useful techniques practical tips and guidelines 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 *Plain English at Work* Edward P. Bailey Jr.,1996-05-16 Everyday we write countless memos letters and reports without a second thought Likewise we give presentations both formal and informal Often this writing and speaking gets criticized for being jargon ridden obscure or long winded in short for not being in plain English But what is plain English and how do we go about writing and speaking it In Plain English at Work Edward Bailey gives the answer with down to earth tips and practical advice Bailey an expert in business communication gives us a simple model for writing Style write more the way you talk Organization make your point easy to find Layout use headings lists and other white space so readers can see the structure of your writing Psycholinguists Bailey points out have proven that the techniques of plain English writing are far easier on your readers experience has proven that writing in plain English is easier on you the writer too Bailey also gives you a wealth of practical advice for presentations including How to remember your talk How to design visual aids How to design computer presentations How to set up the room you ll be speaking in How to develop a successful delivery style Perhaps most impressive are the many detailed tips he gives here For instance when using a pointer hold it in the hand closer to the screen otherwise you turn your back on the audience making it harder to hear you When designing a visual aid use at least 28 point type and seldom use all capital letters which are harder to read And when presenting a bar chart during a computer presentation build it a bar at a time to focus your audience s attention Drawing on two earlier and popular books The Plain English Approach to Business Writing and A Practical Guide for Business Speaking this new volume has been significantly updated It includes up to the minute information on using computers computer graphics and typography for your writing and on using the same technology for designing your presentations The result is an authoritative and comprehensive single volume that will be the essential guide for everyone wishing to communicate more easily and effectively at work **Guide to Modern English** Richard K. Corbin,1963 **New York School Journal** ,1899 **Plain Words** Ernest Gowers,1973 **Basic English** Charles Kay Ogden,1968 **The Author's Manual** Percy Russell,1891 *The School Journal* ,1899 Modern Language Notes ,1893 Online Micro-software Guide & Directory ,1983 **Manual of Assaying Gold,**

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