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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 **Business Communication** Peter Hartley,2015-02-11 Effective communication in business and

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The Copyeditor's Handbook Amy Einsohn, Marilyn Schwartz, 2019-05-14 The new updated edition of the handbook that should be on every copyeditor s desk Unstuffy hip and often funny The Copyeditor s Handbook has become an indispensable resource both for new editors and for experienced hands who want to refresh their skills and broaden their understanding of the craft of copyediting This fourth edition incorporates the latest advice from language authorities usage guides and new editions of major style manuals including The Chicago Manual of Style It registers the tectonic shifts in twenty first century copyediting preparing text for digital formats using new technologies addressing global audiences complying with plain language mandates ensuring accessibility and serving self publishing authors and authors writing in English as a second language The new edition also adds an extensive annotated list of editorial tools and references and includes a bit of light entertainment for language lovers such as a brief history of punctuation marks that didn t make the grade the strange case of razbliuto and a few Easter eggs awaiting discovery by keen eyed readers The fourth edition features updates on the transformation of editorial roles in today s publishing environment new applications processes and protocols for on screen editing major changes in editorial resources such as online dictionaries and language corpora new grammar and usage authorities online editorial communities and web based research tools When you re ready to test your mettle pick up The Copyeditor s Workbook Exercises and Tips for Honing Your Editorial Judgment the essential new companion to the handbook

Data Privacy Management and Security Assurance Giovanni Livraga, Vicenç Torra, Alessandro Aldini, Fabio Martinelli, Neeraj Suri, 2016-09-21 This book constitutes the refereed proceedings of the 11th International Workshop on Data Privacy Management DPM 2016 and the 5th International Workshop on Quantitative Aspects in Security Assurance QASA 2016 held in Heraklion Crete Greece in September 2016 9 full papers and 4 short papers out of 24 submissions are included in the DPM 2016 Workshop They are organized around areas related to the management of privacy sensitive informations such as translation of high level business goals into system level privacy policies administration of sensitive identifiers data integration and privacy engineering The QASA workshop centeres around research topics with a particular emphasis on the techniques for service oriented architectures including aspects of dependability privacy risk and trust Three full papers and one short papers out of 8 submissions are included in QASA 2016

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