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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

Penguin Writers' Guides: How to Write Better English Robert Allen, 2005-06-30 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

Diagnosing and Treating Medicus Incomprehensibilis Oscar Linares, David T. Daly, Gertrude A. Daly, 2018-09-12 Diagnosing and Treating Medicus Incomprehensibilis is a book of 12 case studies on revising medical writing into plain English It is based on the writing tips from Plain English for Doctors Each case study guides the reader through the process of

analyzing and revising a medical journal excerpt Plain English for Doctors and Other Medical Scientists Oscar Linares, David Daly, Gertrude Daly, 2017-03-15 Plain English for Doctors shows how to write about medical science in a clear and vivid way It can help a medical writer at any level from beginner to veteran since it gives specific practical advice Writing in plain English can help your writing reach a wider audience including people in other specialties levels of training other fields and other countries around the world What makes medical writing hard to read Is it complex science or complex grammar This book shows how to keep good science but avoid complex grammar It describes the symptoms of medicus incomprehensibilis those over used writing habits that tend to make medical writing hard to read It shows how to treat each symptom using a proven plain English writing tip Each tip is easy to apply and comes with exercises The exercises are based on excerpts from articles published in leading medical journals Model revisions vastly improve reading ease and grade level The book looks at medical writing from three angles Concept 1 Take charge of your reading ease score shows how to manage reading ease Concept 2 Write vividly shows how to write more vividly by focusing on real world objects and actions Concept 3 Present logical reasoning clearly gives tips on how to choose a clear narrative pathway and forge a strong chain of logical reasoning This book is a must for anyone who writes about medical science The ability to express complex ideas in simple language is not a remedial skill Rather it can only be seen as a sign of mastery Language for Legislation and Legislation through Language Tímea Drinóczi, Giulia A. Pennisi, Helen Xanthaki, 2025-09-30 This collection teaches us how language and legislation interact to produce effective laws It brings linguistics lawyers theory and practices together to show how linguistic tools concepts and methodologies can be applied to improve the law s clarity transparency and efficiency thus widening its social reach Drawing on case studies across Europe chapters critically reflect on the dynamics of legislative drafting and the dissemination of legislation and the ways in which drafted legislation both creates laws and serves to communicate their meaning This volume features perspectives from national and transnational examples to demonstrate the impact of varied stakeholders legislative bodies law interpreters and law enforcers on the implementation of legislation particularly when legislative texts are translated and interpreted across different settings Through the lens of discourse analysis legislative texts are analyzed in lexico grammatical and textual terms highlighting the disparity between what is conceived and what might be expressed clearly in words and how this knowledge can inform better drafting practices This collection charts a way forward for linguistics as a discipline to contribute to a better understanding of the nuances around effective legislative expression This book will appeal to scholars and stakeholders working at the intersection of language and the law in such fields as applied linguistics forensic linguistics regulation legislation and legislative drafting Opinion Writing and Case Preparation The City Law School, 2022-07-22 Opinion Writing and Case Preparation equips trainee barristers with the tools and techniques they need to identify analyse and present convincing legal arguments and gives a thorough grounding in the skill of writing opinions With its systematic approach to legal research and fact management the

manual provides trainee barristers with an efficient and reliable method for preparing a client's case The fundamental qualities of effective writing are also clearly identified and explained helping you develop this essential skill Particular care is taken to guide you through the appropriate ways of writing opinions in a variety of contexts Digital formats This edition is available for students and institutions to purchase in a variety of formats The e book offers a mobile experience and convenient access along with functionality tools navigation features and links that offer extra learning support www.oxfordtextbooks.co.uk/ebooks

Eros and Illness David B. Morris, 2017-02-27 When we or our loved ones fall ill our world is thrown into disarray our routines are interrupted our beliefs shaken David Morris offers an unconventional deeply human exploration of what it means to live with and live through disease He shows how desire emotions dreams stories romance even eroticism plays a crucial part in illness

Radical Reporting Sara I. James, 2025-01-31 If I were giving out an award for book of the year for internal audit professionals I would certainly award it to her outstanding manuscript **Radical Reporting Writing Better Audit Risk Compliance and Information Security Reports** Richard Chambers Former President and CEO The Institute of Internal Auditors Most people dread writing reports they also dread reading reports What they don't realize is that the techniques that make writing more readable make it more powerful This is especially relevant for professionals in areas such as audit risk compliance and information security This small volume provides the tools and techniques needed to improve reports It does so through addressing crucial concepts all too often overlooked in the familiar rush to perform tasks complete projects and meet deadlines These concepts the role of culture in communication the link between logic and language the importance of organizing thoughts before writing and how to achieve clarity may seem academic or theoretical They're not Unless writers understand their own thoughts actions and objectives they cannot hope to communicate them at all let alone clearly This second edition develops these points with additional material on critical thinking as well as the use of AI in reporting

So You Think Your English Is OK James Hibbert, 2014-02-28 This book has comments criticism opinion and advice concerning English grammar and usage It shows where people experts included go wrong It covers topics that people disagree on and oddities of the language Written in a conversational tone it is not a textbook The aims are to interest to entertain and to help people write English well

Effective Writing Skills for Public Relations John Foster, 2008-06-03 **Effective Writing Skills for Public Relations** is a valuable reference source on the basics of style and presentation with helpful hints on making the best use of written communication It advises on how to write concisely using jargon free language whilst avoiding overused words and phrases There is guidance on policing house style with emphasis on consistency and advice on punctuation headlines and captions As well as this there are tips on what makes a good press release and how to use effective design and layout to produce easy to read text Readers will also find help on public speaking pronunciation and the standard writing skills needed in the office This fourth edition includes new sections on website content and design legal issues in websites and emails what journalists look for in company websites meeting the

needs of your target audience controlling and getting the best out of emails writing and designing ezines setting up online media centres and comparing Video News Releases with B rolls of roughly edited footage Standard proof correction marks are included together with a glossary of terms This is an essential hands on practical guide for anyone earning a living through the written or spoken word *EIL, ELF, Global English* Cesare Gagliardi, Alan Maley, 2010 How can you teach the English language to global English speakers Can English be taught as an international language Is it worth teaching Isn't it more proper and profitable to learn a standard variety of English How realistic and useful is the identification of an EIL ELF variety Can an EIL ELF standard be identified These are some of the questions the present volume has addressed with the contribution of some of the most qualified scholars in the field of English linguistics The book is divided into four sections The first part deals with the definition of English as an international language and English as a lingua franca Section two takes six different teaching issues into consideration The third section examines some learning issues and the last part of the volume debates the relationship between teacher and student in an English as a lingua franca environment

English as a Lingua Franca Stefania Taviano, 2014-04-08 The study of English as a Lingua Franca ELF has grown considerably in the last decades and a wide number of issues related to this field have been addressed through a variety of lenses These range from the changes occurring in spoken English to the much debated notion of the native speaker from the threat that English represents for minority languages to the metadiscourse contributing to the myth of English as a language equally accessible to speakers of all nationalities Adopting different perspectives and positions the articles in this special issue of *The Interpreter and Translator Trainer* all demonstrate that ELF poses many challenges to the teaching of translation and that while there are no simple and ready made solutions such challenges need to be taken on board to fill the current gap between translation pedagogy and translation practice The volume is intended as a starting point to encourage educators to rethink their approach to translation pedagogy by envisaging tools and practices that can contribute to preparing students to become professional translators of ELF and reflective practitioners who are aware of the centrality of translation in the digital age

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 *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 **Mastering Communication** Nicki Stanton, 2009-07-16 This book will help students improve their speaking listening reading and writing skills It will give an understanding of the importance of good communication skills for their personal development and career It is relevant to a variety of courses HE FE Professional Open University A level and International Baccalaureate

Enjoying the Tune of Expression: An Psychological Symphony within **Oxford Guide To Plain English Martin Cutts**

In some sort of consumed by screens and the ceaseless chatter of instant interaction, the melodic beauty and emotional symphony developed by the written term often diminish in to the background, eclipsed by the relentless noise and disruptions that permeate our lives. However, situated within the pages of **Oxford Guide To Plain English Martin Cutts** a charming fictional prize brimming with raw emotions, lies an immersive symphony waiting to be embraced. Crafted by a wonderful composer of language, that captivating masterpiece conducts visitors on a mental trip, skillfully unraveling the concealed tunes and profound influence resonating within each cautiously crafted phrase. Within the depths with this emotional analysis, we will investigate the book is central harmonies, analyze their enthralling writing type, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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