

Oxford Guide to Plain English

Martin Cutts



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Chinua Asuzu



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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

Oxford Guide to Plain English Martin Cutts, 2009 Plain English is an essential tool for effective communication This handy guide provides authoritative help on how to write clearly and effectively In 25 easy to follow chapters it covers straightforward language sentence length active and passive verbs punctuation grammar writing emails proofreading and good organization

Oxford Guide to Plain English Martin Cutts, 2013-08-15 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 25 practical guidelines helping you to improve your vocabulary style grammar and layout to achieve clear writing It gives expert advice on all aspects of the writing process from avoiding jargon and legalese to organizing written information in print and online It also shows you how it s done with hundreds of real examples including before and after versions All this is presented in an authoritative and engaging way Completely revised and updated this essential reference work is now even more useful the word lists have been expanded a new list of cliché and troublesome words to avoid has been added and examples of real life stories have been replaced with more recent ones An improved design gives the book a fresh feel

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

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

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

Oxford Guide to Effective Writing and Speaking John Seely,2013-10-10 The Oxford Guide to Effective Writing and Speaking is the essential guide for everyone who needs to communicate in clear and effective English both written and spoken John Seely looks at the key factors to consider in tailoring your material so that you get your message across such as understanding the demands of particular audiences subjects and situations Clearly organized the book is arranged in four sections A Communicating in everyday life covers a wide range of communications including writing emails to giving presentations and preparing reports B Getting your message across focuses on important factors such as the audience the subject time and purpose C Communication tools offers advice on grammar vocabulary spelling and punctuation to ensure that communication is accurate as well as appropriate D The process of writing looks at

what's involved in writing longer pieces including planning and drafting research summaries editing and presentation Full of practical guidance this book also includes helpful You Try sections and guidelines to practise and reinforce what you've learnt The answers to the exercises in the You Try sections can be found at the back of the book This is the most comprehensive guide to using English for effective communication available it covers an unrivalled range of situations and requirements making it ideal for use at work at school and university or at home

The Impact of Plain Language on Legal English in the United Kingdom Christopher Williams, 2022-08-23 This volume offers insights into the ways in which plain language has influenced the language of the law in the United Kingdom critically reflecting on its historical development and future directions The book opens with an overview of the theoretical frameworks underpinning plain language and a brief history of plain language initiatives as a foundation from which to outline ongoing debates on the opportunities and challenges of using plain language in the legal domain The volume details strands where plain language has had considerable impact thus far on legal English in the UK notably in legislative drafting but it also explores areas in which plain language has made fewer inroads such as the language of court judgments and that of online terms and conditions The book looks ahead to unpack highly topical areas within the plain language debate including the question of design and visualisation and the ramifications of digitalisation contributing to ongoing conversations on the importance of plain language both in the UK and beyond This book will be of particular interest to students and scholars interested in the intersection of language and the law as well as related disciplinary areas such as applied linguistics and English for Specific Purposes

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 and presented as part of the EU funded research project Training Action for Legal Practitioners Linguistic Skills and Translation in EU Competition Law

Uncommon Law of Learned Writing 2.0 Chinua Asuzu, 2023-09-10 As lawyers we must not in hot pursuit of common law outrun common sense The dread of that eventuality prompted this book Uncommon Law of Learned Writing 2.0 promotes common sense in legal language Plain language which is commonsensical broadens access to legal documents thus democratizing the law If democracy is government of the people by the people and for the people law is the language in

which government interacts with the people it is the language of democracy The people whose government speaks through law must understand what is said No democratic society should brook legalese a dense verbose dialect known only to lawyers What then should society do to redress the lawyer induced obscurity A Shakespearean character had an alarming proposal The first thing we do let us kill all the lawyers Apparently that proposal was not enthusiastically endorsed which explains why we are still here A milder remedy enrolling lawyers in language classes has been mooted which explains why this book is in your hands Uncommon Law of Learned Writing 2.0 motivates lawyers to prefer plain language to the legalese and verbosity that have besmirched legal writing for centuries This book is as sweeping and authoritative a treatment of its subject as you can find anywhere

Consumer Law Unlocked Elizabeth de Stadler, 2013-08-16 The recent introduction of the Consumer Protection Act revolutionised consumer rights in South Africa It also fundamentally altered the way in which businesses are required to treat their clients imposing a new set of obligations or at least a formalised set of responsibilities that had been easily circumnavigated or simply ignored before Marketing campaigns returns policies terms and conditions quality issues and a host of business practices had to be reviewed and reappraised Some businesses have done this while many blithely continue as if nothing has changed little appreciating the risks of non compliance and perhaps more importantly failing to appreciate that treating consumers fairly is simply a sound business practice This new work provides a comprehensive overview of consumer law not just the Act in a way that follows the typical structure of consumer transactions It serves to guide educate and enlighten the professional the business person and the consumer alike No business or professional adviser should be without it Written by a leading specialist in the field it is simple clear comprehensive authoritative and accessible

Good Grammar for Students Howard Jackson, 2005-08-10 Many students set out in further and higher education with little grounding in the skills required for academic writing This practical guide will give students a command of grammar spelling and punctuation enabling them to improve the quality and accuracy of their writing Good Grammar for Students includes the basics of English grammar how sentences are structured help with spelling and punctuation tips on avoiding the most common mistakes and pitfalls advice on how students can improve their writing in essays reports and projects The book is packed with examples to illustrate points and highlight good and bad practice and contains handy tips and student exercises An indispensable companion for undergraduate students on any Social Science Humanities or Arts degree course Good Grammar for Students is also an ideal text for Study Skills modules at first year undergraduate level across the social sciences SAGE Study Skills are essential study guides for students of all levels From how to write great essays and succeeding at university to writing your undergraduate dissertation and doing postgraduate research SAGE Study Skills help you get the best from your time at university Visit the SAGE Study Skills hub for tips resources and videos on study success

Composition and Big Data Amanda Licastro, Benjamin M. Miller, 2021-11-02 In a data driven world anything can be data As the techniques and scale of data analysis advance the need for a response from rhetoric and composition grows ever more

pronounced It is increasingly possible to examine thousands of documents and peer review comments labor hours and citation networks in composition courses and beyond Composition and Big Data brings together a range of scholars teachers and administrators already working with big data methods and datasets to kickstart a collective reckoning with the role that algorithmic and computational approaches can or should play in research and teaching in the field Their work takes place in various contexts including programmatic assessment first year pedagogy stylistics and learning transfer across the curriculum From ethical reflections to database design from corpus linguistics to quantitative autoethnography these chapters implement and interpret the drive toward data in diverse ways Easy Language – Plain Language – Easy Language Plus Christiane Maaß,2020-09-11 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 **Oxford Guide To Plain English 2/E** Martin Cutts,2005-02-15

Issues in the Multilingual Information Processing of Spoken Political and Journalistic Texts Christina Alexandris,2020-01-21 From television screens to mobile phones spoken political and journalistic texts in the media are accessible to recipients of almost any kind including the international public These texts constitute a remarkable source of empirical data for human behaviour and for linguistic phenomena but pose significant challenges in terms of their evaluation processing and translation due to a set of distinctive characteristics This volume presents and describes a number of features of spoken political and journalistic texts and proposes strategies for their correct and efficient analysis and processing both by human evaluators and by Natural Language Processing applications The book also discusses the accessibility of complex information content and transfer for an international audience as well as the visibility of the speaker s attitude and intentions

Learned Writing Chinua Asuzu,2019-05-22 As lawyers we must not in hot pursuit of common law outrun common sense The dread of that eventuality prompted this book Learned Writing promotes common sense in legal language Plain language which is commonsensical broadens access to legal documents thus democratizing the law If democracy is government of the people by the people and for the people law is the language in which government interacts with the people it is the language of democracy The people whose government speaks through law must understand what is said No democratic society should brook legalese a dense verbose dialect known only to lawyers What then should society do to redress the lawyer induced

obscurity A Shakespearean character had an alarming proposal The first thing we do let s kill all the lawyers Apparently that proposal was not enthusiastically endorsed which explains why we re still here A milder remedy enrolling lawyers in language classes has been muted which explains why this book is in your hands Learned Writing motivates lawyers to prefer plain language to the legalese and verbosity that have besmirched legal writing for centuries This book is as sweeping a treatment of its subject as you can find anywhere

Writing Skills for Public Relations John Foster,2012-10-03 Writing Skills for Public Relations is filled with helpful pointers and useful examples for public relations practitioners at all levels who need to make the best use of written communication Covering both style and presentation it addresses the dos and don ts of English grammar including jargon and clich s as well as important legal considerations Along with guidance on editing policing house style writing for the press public speaking pronunciation and good text design and layout this fifth edition provides valuable advice on writing for online and social media This is an essential hands on practical guide for anyone earning a living through the written or spoken word

Common Errors and Problems in English Robert Allen,2008-07-31 The Penguin Writers Guides series provide 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 Common Errors in English is a thorough A Z checklist of the mistakes that often crop up in all aspects of written English It gives ready and authoritative guidance on today s usage difficulties being up to date with all the latest controversies pitfalls and oddities of our language Written in a lively style with plenty of interest and humour Common Errors shouldn t be far from the fingertips of anyone who does any kind of writing

The book delves into Cutts Martin Oxford Guide Plain English. Cutts Martin Oxford Guide Plain English is an essential topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Cutts Martin Oxford Guide Plain English, encompassing both the fundamentals and more intricate discussions.

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- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Cutts Martin Oxford Guide Plain English.

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