

# Oxford Guide to Plain English

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# Martin Cutts Plain English Guide

**Arthur McInnis**



## **Martin Cutts Plain English Guide:**

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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

**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

*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

*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

### **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 Oxford Guide To Plain English 2/E Martin Cutts,2005-02-15 Medical communication between Plain Language and Einfache Sprache Giulia Pedrini,2024-08-16 Expert lay communication in the medical field requires the utmost attention to readers or listeners needs and competences If these are neglected laypeople s comprehension of the message is likely to be negatively affected Text types like package leaflets and informed consents have been the object of countless studies In this volume Giulia Pedrini examines a new document type the layperson summary of clinical trials She conducts her analysis from a contrastive and translational perspective in three languages English German and Italian All texts are instances of interlingual translations of simplified documents written in Plain Language a still widely unexplored niche within the field of translation studies *A Surgeon's Guide to Writing and Publishing* M Schein,,John R Farndon,,Abe Fingerhut,2001-09-01 Most How to write publish books are aimed at the scientific community and medical professionals as a whole To date none has ever been dedicated to surgeons alone This book is aimed specifically at surgeons who wish to have their work observations novel ideas to be published but do not know the route leading to successful publication in the various leading and reputable journals Each chapter will attempt to guide the budding writer using simple and brief language and taking examples from daily life After reading this book the surgeon should be better informed and successful in writing publishing and editing They will be ready to publish and not be damned Includes over 30 contributions from leading surgical authors many of whom are editors of renowned surgical journals *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 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 is 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

**Language, Culture and the Law** Vijay Kumar Bhatia, Christopher Candlin, Paola Evangelisti Allori, 2008 The volume presents a set of invited papers based on analyses of legal discourse drawn from a number of international contexts where often the English language and legal culture has had to adjust to legal concepts very different from those of the English law system Many of the papers were inspired by two major projects on legal language and inter multiculturalism Generic Integrity in Legislative Discourse in Multilingual and Multicultural Contexts based in Hong Kong and carried out by an international team and Interculturality in Domain specific English a national project supported by the Italian Ministry for Education and Research involving research units from five Italian universities

**CURRENT ENGLISH GRAMMAR AND USAGE, SECOND EDITION** GUPTA, S. M., 2019-06-01 In the present age of Information and Communication Technology ICT revolution and social networking scenario fast and precise communication has become the need of the hour But in the whirlwind of fluency accuracy cannot be sacrificed Sometimes adequate attention is not paid to the use of grammar and usage which leaves a very bad impression on the readers This book on English grammar presents the topics in an innovative way and meets the long felt need of a good user friendly grammar book The book makes the study of grammar very interesting challenging and exciting It discusses grammatical categories processes and principles of sentence construction in a very simple and lucid manner The book starts with the discussion of word classes and goes on to describe phrases and sentences More importantly it deals with the problem areas of tenses modal verbs articles determiners prepositions passive constructions and direct and indirect narration in a novel way The composition section of the book includes a very useful presentation of letter writing precis writing report writing reading comprehension and above all the use of vocabulary The Appendices on how to avoid spelling errors and a complete list of the types of sentences are very useful This comprehensive and well researched book should prove very valuable for undergraduate students of all streams Besides professionals those preparing for competitive examinations and even any lay reader who wishes to possess the essentials of English grammar

and usage will find the book useful and interesting In the Second Edition of the book the introduction of two new chapters on error analysis and functional grammar will prove very useful to interviewees and competitors **KEY FEATURES** Explains difficult grammatical concepts in a simple and lucid language Provides models for every writing activity Incorporates latest linguistic research in the conceptualization and presentation of the grammatical material Contains lots of exercises with solutions Adds comprehensive material on error analysis and functional grammar **TARGET AUDIENCE** UG and PG Students of all streams Aspirants of competitive exams Teachers and instructors **The Lawyer's Style Guide** Peter Butt,2021-02-25 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 Entries cover matters such as abbreviations acronyms active and passive voice brackets bullet points citation methods cross referencing fonts document design footnotes gender neutral language numbering systems plain legal language punctuation the use of Latin in law structures for legal advices and documents and techniques for editing and proofreading Also covered are many words and phrases that non lawyers find opaque and obscure the aim being to show that lawyers can usually substitute a plain English equivalent that captures the legal nuances of the legalese Other topics include ambiguity deeds definitions provisos recitals simplified outlines terms of art tone and the various principles of legal interpretation With an emphasis on technical effectiveness and understanding the book is required reading for all those engaged in the practice and study of law

**Concise Guide to Good Policy** Mick Ogrizek,2020-02-24 The book aims to be a concise step by step introductory guide to policy development It deals with the essential practical issues relating to good policy development It is written in an informal style and outlines the process and principles that apply to good policy development from operational to public policy It is intended to be a user guide for practitioners aimed at those tasked with the job of developing policy particularly those new to the world of policy development A book that such people can pick up read quickly and get an understanding of the basics **Effective Writing** Judith Rees,1998 This title deals specifically with written communications It aims to help you

prepare produce and pass on written information in the most efficient and effective way By following the guidelines and techniques given you should be able to get your written messages across more effectively **The Anti-Intellectual Presidency** Elvin T. Lim,2012-01-01 Why has it been so long since an American president has effectively and consistently presented well crafted intellectually substantive arguments to the American public Why have presidential utterances fallen from the rousing speeches of Lincoln Teddy Roosevelt Wilson and FDR to a series of robotic repetitions of talking points and sixty second soundbites largely designed to obfuscate rather than illuminate In The Anti Intellectual Presidency Elvin Lim draws on interviews with more than 40 presidential speechwriters to investigate this relentless qualitative decline over the

course of 200 years in our presidents ability to communicate with the public Lim argues that the ever increasing pressure for presidents to manage public opinion and perception has created a pathology of vacuous rhetoric and imagery where gesture and appearance matter more than accomplishment and fact Lim tracks the campaign to simplify presidential discourse through presidential and speechwriting decisions made from the Truman to the present administration explaining how and why presidents have embraced anti intellectualism and vague platitudes as a public relations strategy Lim sees this anti intellectual stance as a deliberate choice rather than a reflection of presidents intellectual limitations Only the smart he suggests know how to dumb down The result he shows is a dangerous debasement of our political discourse and a quality of rhetoric which has been described charitably as a linguistic struggle and perhaps more accurately as dogs barking idiotically through endless nights Sharply written and incisively argued *The Anti Intellectual Presidency* sheds new light on the murky depths of presidential oratory illuminating both the causes and consequences of this substantive impoverishment *The Handbook of World Englishes* Braj B. Kachru, Yamuna Kachru, Cecil L. Nelson, 2009-02-09 *The Handbook of World Englishes* is a collection of newly commissioned articles focusing on selected critical dimensions and case studies of the theoretical ideological applied and pedagogical issues related to English as it is spoken around the world Represents the cross cultural and international contextualization of the English language Articulates the visions of scholars from major varieties of world Englishes African Asian European and North and South American Discusses topics including the sociolinguistic contexts of varieties of English in the inner outer and expanding circles of its users the ranges of functional domains in which these varieties are used the place of English in language policies and language planning and debates about English as a cause of language death murder and suicide *Modern Statutory Interpretation* Jeffrey Barnes, Jacinta Dharmananda, Eamonn Moran, 2023-05-04 Statutory interpretation is both a distinct body of law governing the determination of the meaning of legislation and a task that requires a set of skills It is thus an essential area of legal practice education and research *Modern Statutory Interpretation Framework Principles and Practice* is an original clear coherent and research based account of contemporary Australian statutory interpretation Written by experts in the field the book provides a comprehensive coverage of statutory interpretation law as well as examining related areas such as legislative drafting the parliamentary process the modern history of interpretation sources of doubt and interpretation techniques The content is structured in eight parts Parts I III introduce foundational matters Parts IV VII deal with the general principles of interpretation and Part VIII examines special interpretative issues *Modern Statutory Interpretation* is an essential resource for legal professionals legal researchers and students undertaking advanced courses in statutory interpretation in Australia



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