

# Oxford Guide to Plain English

Martin Cutts



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# Martin Cutts Plain English Guide

**Martin Cutts**



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

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

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, 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 clich d 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 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 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 shortcomings 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 **Forms of Reduced English** Massimo Laganà,2023-12-15

This book illustrates the objectives and assumptions as well as the construction techniques and the structure of some of the most interesting forms of reduced English including Basic English Special English Plain English Simplified English Easy English Specialized English Nuclear English Globish and Basic Global English Although they have different cultural approaches and are aimed at communication purposes which are not always homogeneous and are sometimes divergent all the studies underpinning these projects share a common goal bearing in mind the globalization processes of the contemporary world their primary aim is to use English as a starting point from which to build a language tool to be employed as a lingua franca for effective and adequate international communication in economic scientific and cultural fields The book is primarily intended for students and scholars interested in the various attempts that have been made to simplify the English language in order to make it universally available for a simple effective and global communication

**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

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

**Plain English and the Law**, 1996 This bibliography is an alphabetical listing of selected books journal articles newspaper items speeches and other material on the subject of plain English and the law

**English Translation Style Guide for European Union** European Commission, 2015-04-02 This Style Guide is intended primarily for English language authors and translators both in house and freelance working for the European Commission But now that so many texts in and around the EU institutions are drafted in English by native and non native speakers alike its rules reminders and handy references aim to serve a wider readership as well The Guide is divided

into two clearly distinct parts the first dealing with linguistic conventions applicable in all contexts and the second with the workings of the European Union and with how those workings are expressed and reflected in English This should not be taken to imply that EU English is different from real English it is simply a reflection of the fact that the European Union as a unique body has had to invent a terminology to describe itself However the overriding aim in both parts of the Guide is to facilitate and encourage the writing of clear and reader friendly English     *English Usage and Style for Editors* Virginia S. Thatcher,1997-08-07 Presents authoritative answers to some of the troubling problems of usage that the manuscript editor faces daily For editors authors and those learning to write     **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     *English for Law* M. A. Yadugiri,Geetha Bhasker,2006-08-05 Knowledge of legal language and the ability to use it effectively are essential requirements for students who have chosen to study law A comprehensive course in English specially prepared for undergraduate students of law this book aims to train students in both these aspects     [Oxford Guide To Plain English 2/E](#) Martin Cutts,2005-02-15     **Garner on Language and Writing** Bryan A. Garner,2009 Since the 1987 appearance of A Dictionary of Modern Legal Usage Bryan A Garner has proved to be a versatile and prolific writer on legal linguistic subjects This collection of his essays shows both profound scholarship and sharp wit The essays cover subjects as wide ranging as learning to write style persuasion contractual and legislative drafting grammar lexicography writing in law school writing in law practice judicial writing and all the literature relating to these diverse subjects     *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, SCOND 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 comeptitive 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



## Adopting the Beat of Phrase: An Emotional Symphony within **Martin Cutts Plain English Guide**

In a world eaten by screens and the ceaseless chatter of fast interaction, the melodic beauty and psychological symphony developed by the written word often fade into the background, eclipsed by the persistent sound and disturbances that permeate our lives. However, situated within the pages of **Martin Cutts Plain English Guide** a stunning literary prize overflowing with organic thoughts, lies an immersive symphony waiting to be embraced. Crafted by an outstanding composer of language, this charming masterpiece conducts visitors on an emotional journey, skillfully unraveling the hidden melodies and profound impact resonating within each cautiously crafted phrase. Within the depths of the touching analysis, we shall examine the book's main harmonies, analyze their enthralling writing style, and submit ourselves to the profound resonance that echoes in the depths of readers' souls.

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