

Oxford Guide to Plain English

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Oxford Guide To Plain English

Liyong Dong



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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

Oxford Guide To Plain English 2/E Martin Cutts, 2005-02-15 *Integrating Plain English into Writing Activities in the PhD Language Programme* Monika Śleszyńska, 2025-09-04 This book explores the intersection of writing theory language simplification and academic communication with a specific focus on integrating plain English into doctoral education Through five comprehensive chapters the book discusses essential topics such as the principles of effective writing the role of clarity and readability in academic texts and the significance of plain English for enhancing scientific writing skills Chapter 1

offers an overview of writing theory emphasizing key concepts that impact the clarity and readability of written texts Chapter 2 examines the importance of language simplification particularly in scientific publishing while Chapter 3 highlights writing challenges in target language classrooms with a focus on writing development In Chapter 4 the book provides the context for a groundbreaking empirical study justifying the use of plain English in PhD language programmes Chapter 5 presents detailed data analysis key findings and implications for future research demonstrating how the teaching of plain English enhances doctoral students writing skills empowers them as publishable authors and improves the overall quality of their scientific work Given the limited research on this topic in Polish educational settings this book is of interest to scholars and English language teachers in doctoral programmes 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 s 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 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 **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 *Professional and Business Communication* Peter Hartley,Susie Marriott,Helena Knapton,2023-05-30 This new edition of *Professional and Business Communication* is an ideal core communications textbook for students on business management and professional courses preferring a practice focused and colloquial approach that combines accessibility with key theory Techniques and processes detailed in the book include planning and preparing written communication effective structures in documents diverse writing styles managing face to face interactions using visual aids delivering presentations and organising effective meetings The third edition of this popular text has been thoroughly revised and updated to cover the dramatic shifts in communication practices that have been driven by remote working and increased technology use It explores the current and likely future impact of these changes on communication practices both for good borderlessness flexibility and bad isolation burnout fatigue and looks at contemporary

trends and future developments This edition has also been revised to include even more examples cases tasks activities and discussion topics with pedagogical features designed to aid international students This popular text and the accompanying website will continue to support students on business management and professional courses for years to come

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 *Designing Research for Publication* Anne Sigismund Huff,2009 Abstract New Advances in Translation Technology Yuhong Peng,Huihui Huang,Defeng Li,2024-06-12 From using machine learning to shave seconds off translations to using natural language processing for accurate real time translation services this book covers all the aspects The world of translation technology is ever evolving making the task of staying up to date with the most advanced methods a daunting yet rewarding undertaking That is why we have edited this book to provide readers with an up to date guide to the new advances in translation technology In this book readers can expect to find a comprehensive overview of all the latest developments in the field of translation technology Not only that the authors dive into the exciting possibilities of artificial intelligence in translation exploring its potential to revolutionize the way languages are translated and understood The authors also explore aspects of the teaching of translation technology Teaching translation technology to students is essential in ensuring the future of this field With advances in technology such as machine learning natural language processing and artificial intelligence it is important to equip students with the skills to keep up with the latest developments in the field This book is the definitive guide to translation technology and all of its associated potential With chapters written by leading translation technology experts and thought leaders this book is an essential point of reference for anyone looking to understand the breathtaking potential of translation technology **Create, Narrate, Punctuate** Ramy Tadros,2014-11-04 Have you ever wondered how to spruce up your writing Or clear the clutter from your sentences Or entice engage and entertain a specific audience As any wordsmith knows fashioning exquisitely styled sentences forms the foundation for writing success This writing guide containing thousands of illustrative quotations and fun exercises reveals how to draft and craft any sentence

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Good writers follow the rules Great writers know the rules and follow their instincts Finding the right words in the right order matters whether you re a student embarking on an essay a job applicant drafting your cover letter an employee composing an email even a hopeful lover writing a text Do it wrong and you just might get an F miss the interview lose a client or spoil your chance at a second date Do it right and the world is yours In Write to the Point accomplished author and literary critic Sam Leith kicks the age old lists of dos and don ts to the curb Yes he covers the nuts and bolts we need to be in complete command of the language grammar punctuation parts of speech and other subjects half remembered from grade school But more importantly he charts a commonsense course between the Armies of Correctness and the Descriptivist Irregulars For Leith knowing not just the rules but also how and when to ignore them developing an ear for what works best in context is everything In this master class Leith teaches us a skill of paramount importance in this smartphone age when we all carry a keyboard in our pockets to write clearly and persuasively for any purpose to write to the point **Handbook**

for Supervisors of Doctoral Students in Evangelical Theological Institutions Ian J. Shaw,Kevin E. Lawson,2015-10-30 Theological education is a vital aspect of Christian mission The training of evangelical doctoral students in theological subject areas is therefore an important part of the mission of God This handbook presents doctoral supervision as a task involving both academic and spiritual formation Designed to be practical and relevant and to encourage self reflection at both individual and institutional levels it combines theological foundations with educational theory accompanied by questions exercises and case studies to develop doctoral level skills Central to the theme of this handbook is the promotion of excellence in academic training combined with a strong focus on the spiritual and pastoral dynamics of supervision a combination that evangelical students desperately need from their supervisors 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

Business Communication Peter Hartley,2015-02-11 Effective communication in business and commercial organizations is critical as organizations have to become more competitive and effective to sustain commercial success This thoroughly revamped new edition distils the principles of effective communication and applies them to organizations operating in the digital world Techniques and processes detailed in the book include planning and preparing written communication effective structures in documents diverse writing styles managing face to face interactions using visual aids delivering presentations and organising effective meetings In every case the authors consider the potential of new technology to improve and support communication With helpful pedagogical features designed to aid international students this new edition of a popular text will continue to aid business and management students for years to come Additional content can now be found on the author s website www.rethinkbuscomm.net

[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 centres 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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