

**THE PLAIN  
ENGLISH  
APPROACH TO  
BUSINESS  
WRITING**



**EDWARD P. BAILEY, Jr.**

**R E V I S E D   E D I T I O N**

# Plain English Approach

**Mick Ogrizek**



## **Plain English Approach:**

**The Plain English Approach to Business Writing** Edward P. Bailey, 1990 Written for busy professionals who want to improve the quality and clarity of their own or their staff's writing style this is a no nonsense guide from the basics to the fine tuning on how to write as you would talk in plain English clearly precisely with organization and layout *The Plain English Approach to Business Writing* Edward P. Bailey, 1997-08-07 This book is intended for general readers with an interest in writing for business purposes *Business Communication* Peter Hartley, Clive Bruckmann, 2008-01-28 This is a wide ranging up to date introduction to modern business communication which integrates communication theory and practice and challenges many orthodox views of the communication process As well as developing their own practical skills readers will be able to understand and apply principles of modern business communication Among the subjects covered are interpersonal communication including the use and analysis of nonverbal communication group communication including practical techniques to support discussion and meetings written presentation including the full range of paper and electronic documents oral presentation including the use of electronic media corporate communication including strategies and media The book also offers guidelines on how communication must respond to important organizational issues including the impact of information technology changes in organizational structures and cultures and the diverse multicultural composition of modern organizations This is an ideal text for undergraduates and postgraduates studying business communication and through its direct style and practical relevance it will also satisfy professional readers wishing to develop their understanding and skills Legal Writing in Plain English Bryan A. Garner, 2001-06-05 Admirably clear concise down to earth and powerful unfortunately these adjectives rarely describe legal writing whether in the form of briefs opinions contracts or statutes In *Legal Writing in Plain English* Bryan A Garner provides lawyers judges paralegals law students and legal scholars sound advice and practical tools for improving their written work The book encourages legal writers to challenge conventions and offers valuable insights into the writing process how to organize ideas create and refine prose and improve editing skills In essence it teaches straight thinking a skill inseparable from good writing Replete with common sense and wit the book draws on real life writing samples that Garner has gathered through more than a decade of teaching in the field Trenchant advice covers all types of legal materials from analytical and persuasive writing to legal drafting Meanwhile Garner explores important aspects of document design Basic intermediate and advanced exercises in each section reinforce the book's principles An answer key to basic exercises is included in the book answers to intermediate and advanced exercises are provided in a separate Instructor's Manual free of charge to instructors Appendixes include a comprehensive punctuation guide with advice and examples and four model documents Today more than ever before legal professionals cannot afford to ignore the trend toward clear language shorn of jargon Clients demand it and courts reward it Despite the age old tradition of poor writing in law *Legal Writing in Plain English* shows how legal writers can unshackle themselves *Legal Writing in Plain*

English includes Tips on generating thoughts organizing them and creating outlines Sound advice on expressing your ideas clearly and powerfully Dozens of real life writing examples to illustrate writing problems and solutions Exercises to reinforce principles of good writing also available on the Internet Helpful guidance on page layout A punctuation guide that shows the correct uses of every punctuation mark Model legal documents that demonstrate the power of plain English **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 How to Do Things With Rules William Twining,David Miers,1999-05 Demystifies legal method by combining a wide variety of concrete examples with a general account of rules in general cover **The Routledge Handbook of Language and Professional Communication** Vijay Bhatia,Stephen Bremner,2014-02-24 The Routledge Handbook of Language and Professional Communication provides a broad coverage of the key areas where language and professional communication intersect and gives a comprehensive account of the field The four main sections of the Handbook cover Approaches to Professional Communication Practice Acquisition of Professional Competence Views from the Professions This invaluable reference book incorporates not only an historical view of the field but also looks to possible future developments Contributions from international scholars and practitioners focusing on specific issues explore the major approaches to professional communication and bring into focus recent research This is the first handbook of language and professional communication to account for both pedagogic and practitioner perspectives and as such is an essential reference for postgraduate students and those researching and working in the areas of applied linguistics and professional communication The New Lawyer, 3rd Edition Nickolas James,Rachael Field,Jackson Walkden-Brown,2023-10-23 The New Lawyer 3rd Edition has been updated to ensure that first year law students do not feel overwhelmed by the transition to law school This book addresses the law Threshold Learning Outcomes TLOs and outlines what students should know understand and be able to do at the conclusion of their first year of study **Plain English at Work** Edward P. Bailey Jr.,1996-05-16 Everyday we write countless memos letters and reports without a second thought Likewise we give presentations both formal and informal Often this writing and speaking gets criticized for being jargon ridden obscure or long winded in short for not

being in plain English But what is plain English and how do we go about writing and speaking it In Plain English at Work Edward Bailey gives the answer with down to earth tips and practical advice Bailey an expert in business communication gives us a simple model for writing Style write more the way you talk Organization make your point easy to find Layout use headings lists and other white space so readers can see the structure of your writing Psycholinguists Bailey points out have proven that the techniques of plain English writing are far easier on your readers experience has proven that writing in plain English is easier on you the writer too Bailey also gives you a wealth of practical advice for presentations including How to remember your talk How to design visual aids How to design computer presentations How to set up the room you ll be speaking in How to develop a successful delivery style Perhaps most impressive are the many detailed tips he gives here For instance when using a pointer hold it in the hand closer to the screen otherwise you turn your back on the audience making it harder to hear you When designing a visual aid use at least 28 point type and seldom use all capital letters which are harder to read And when presenting a bar chart during a computer presentation build it a bar at a time to focus your audience s attention Drawing on two earlier and popular books The Plain English Approach to Business Writing and A Practical Guide for Business Speaking this new volume has been significantly updated It includes up to the minute information on using computers computer graphics and typography for your writing and on using the same technology for designing your presentations The result is an authoritative and comprehensive single volume that will be the essential guide for everyone wishing to communicate more easily and effectively at work      **Modern Legal Drafting** Peter Butt,Richard

Castle,2001-06-04 This clearly structured and well referenced book shows how and why traditional legal language has developed some of the peculiar characteristics that sometimes make legal documents inaccessible to the end users It examines recent reforms in the UK Australia New Zealand and North America and provides a critical examination of case law and the rules of interpretation Practical elements are also covered Detailed case studies illustrate how obtuse words and phrases can be reworked or removed Particularly useful is the step by step guide to drafting in the modern style using examples drawn from four types of legal documents leases company constitutions wills and conveyances Readers of this book will receive clear instructions on how to make their writing clearer and their legal documents more useful to clients and colleagues This book will benefit all law students and professionals      Understanding Plain English Alan Dean,Michelle C. Wallach,1997      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      *Freelance Copywriting* ,      **Disabled Justice?** Eilionóir Flynn,2016-03-09 Disability offers a

new lens through which to view the effectiveness of access to justice and the inclusiveness of the justice system as a whole. This book analyses the experience of people with disabilities through the entire justice system from making a complaint to investigation and through the court tribunal process. It also considers the participation of people with disabilities in a variety of roles in the justice system as witness, defendant, complainant, plaintiff, lawyer, judge, and juror. More broadly, it also critically examines the subtle barriers of access to justice which might exist in a given society, including barriers to grassroots disability advocacy, legal education and training, the right to vote, and the right to stand for election, which may apply to people with disabilities. The book is international and comparative in scope, with a focus primarily on examples of legal practice and justice systems in common law countries. The work will be of interest to scholars working in the areas of human rights, equality, and non-discrimination; disability rights activists; and legal professionals who work with people with disabilities to achieve access to justice.

High-Stakes Testing R. Murray Thomas, 2005-03-23. The federal government's No Child Left Behind Act has thrust high stakes testing, its goals, methods, and consequences into the educational limelight. The four-fold purpose of this book is to describe the nature of high stakes testing; identify types of collateral damage that have attended the testing programs; analyze methods different groups of people have chosen for coping with the damage; and suggest lessons to be learned from the high stakes testing experience. The six groups of people whose coping strategies are inspected include politicians and their staffs; educational administrators and their staffs; parents and the public; test makers and test administrators; teachers and students. Importantly, the author avoids aligning himself with the test-bashing rhetoric of those who oppose high stakes testing, especially the No Child Left Behind Act. Key features of this outstanding new book include illustrative cases. The book offers more than 350 cases of collateral damage from high stakes testing and people's coping strategies as reported in newspapers over the 2002-2004 period. Background perspectives: Part I examines the influence of high stakes testing on 1) what schools teach, 2) how student progress is evaluated, 3) how achievement standards are set, and 4) how test results are used. Participant responses: Part II, which is the heart of the book, devotes a separate chapter to the coping strategies of each of the major participants in the high stakes testing movement: politicians and their staffs; educational administrators and their staffs; parents and the public; test makers and test givers; teachers and students. Summary chapter. The last chapter, Lessons to Learn, offers suggestions for minimizing collateral damage by adopting alternative approaches not used in the creation of our current high stakes testing programs, particularly the federal government's No Child Left Behind Act. This book is appropriate for any of the following audiences: students taking evaluation or administration courses in schools of education; inservice administrators and teachers; policy makers; and those members of the general public who are concerned about the fate of schooling in America.

**Plain Language in Plain English** Cheryl Stephens, 2010. This book shows you how to write for customers and clients in language that's easy to understand. It is a thorough companion to the writing process with comprehensive guidance and advice on understanding your readers, planning

and creating your text and presenting your words in a good design The contributor list reads like a who's who of plain language experts Plain Language in Plain English is a valuable resource for governments businesses service providers and professionals in any field to improve their communication From organizational guidelines literacy awareness and reader expectations to effective speaking strategies for presentations Plain Language in Plain English is a comprehensive tool to have in your communication toolbox 101 Ways to Improve Your Business Writing Phil Dye,2004 **Tackling NHS**

**Jargon** Sarah Carr,2018-08-08 Used properly jargon can be effective but used incorrectly it can damage communications waste time and money and harm public patient and staff relations This book will enable and encourage readers to use language that the intended audience will understand It provides practical advice based on the author's experience of producing National Health Service documents and contains explanations of common NHS jargon with alternatives Plain speaking and writing techniques are included and there are numerous examples from real NHS management communications This is an invaluable book for Health Service managers clinicians with management responsibilities and all those responsible for communicating information about healthcare Language and Law Annabelle Mooney,2014-03-10 What is legal language and where is it found What does a forensic linguist do How can linguistic skills help legal professionals We are constantly surrounded by legal language but sometimes it is almost impossible to understand Providing extracts from real life legal cases this highly usable and accessible textbook brims with helpful examples and activities that will help you to navigate this area Language and Law Introduces useful linguistic concepts and tools Outlines the methods linguists employ to analyse legal language and language in legal situations Includes topics on such as written legal language threats warnings and speech act theory courtroom interactions and the work linguists do to help solve crimes physical and spoken signs and the creativity of legal language **Federal Register** ,1998

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