

Read Book Cutts  
Martin Oxford  
Guide Plain  
English

Cutts Martin  
Oxford  
Guide Plain  
English

***Comprehensive  
and truly  
accessible,  
Technical  
Communication  
guides students***

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Guide Plain  
English

*through  
planning,  
drafting, and  
designing the  
documents that  
will matter in  
their  
professional  
lives. Known for  
his student-  
friendly voice  
and eye for  
technology  
trends, Mike*

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Martin Oxford

*Market addresses  
the realities of  
the digital  
workplace  
through fresh  
samples and  
cases, practical  
writing advice,  
and a companion  
Web site –  
TechComm Web –  
that continues  
to set the  
standard with*

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English

**content**  
*developed and  
maintained by  
the author. The  
text is also  
available in a  
convenient,  
affordable e-  
book format.  
Presents a hands-  
on guide to  
plain language  
writing for  
government*

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Guide Plain  
English

***employees. The goal is to provide effective service by telling people what they need or want to know using language that is easily understood and information that is organized in a clear and***

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Guide Plain

**logical way.**

**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**

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**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.**

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English

*Originally implemented in written texts, today the employment of these simplified language varieties should infiltrate new communication services that are more complex and multifaceted.*



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***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***

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***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***

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English

***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***

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Guide Plain  
English  
**for, future  
hybrid**

**professionals.**

**The Good Grammar  
Book teaches all  
the grammar  
needed for  
speaking and  
writing in  
English. It  
explains the  
rules, shows how  
the language  
works, and gives**

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English

*plenty of  
practice. It can  
be used either  
with the  
coursebook in  
class or as  
extra practice  
at home.*

*Collins Complete  
Writing Guide  
The Lawyer's  
Style Guide  
Oxford Guide to  
Plain English*

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Martin Oxford

Guide Plain  
***The Times Style  
Guide: A***

***practical guide  
to English usage  
How to write  
clearly,  
effectively and  
professionally***

This A-Z provides  
1001 words you need  
to know to make your  
writing and speaking  
effective, convincing,

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and expressive. With clear guidance on choosing the right word, this book is essential for anyone wanting to achieve greater success in written and spoken tasks including essays, interviews, CVs and application letters, reports, and more.

Good spelling is

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English

fundamental to  
making the right  
impression with any  
type of writing;  
reports, homework,  
CVs, and letters all  
require correct  
spelling in order to get  
the message across in  
clear and  
straightforward  
English. Adaptable or  
adaptable? Definite or



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definate? Delirious or delireous? What is the difference between assent and ascent, dual and duel, or forbear and forebear? How do you make the plural of halo? Is it halos or haloes? Actually it's both, but not so for potato, the plural of which is potatoes.

Knowing the  
*Page 17/139*

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Guide Plain  
English

difference between easily confusable words, making plurals, and adding endings are just some of the aspects of spelling that confront us with endless pitfalls. This easy-to-use A-Z guide does what no spellchecker can do: it gives immediate access not

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## Guide Plain English

only to individual word spellings but also to general rules that will help you develop good spelling. The book covers the topics in simple and helpful terms and also offers advice on how to use apostrophes and hyphens, and the differences between British and American

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spelling. The core of the book is a list of over 2,000 words laid out for quick and easy reference. Based on evidence of misspelling gathered from real situations, this guide is the most useful and comprehensive help on spelling available.

This new edition

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makes the benefits of the material more explicit to the general reader: better organization of the supplementary features, simplified and more transparent design, additional and updated content, and more clearly written rules. One of a mini-series of titles on

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English  
spelling, grammar and  
punctuation, and  
usage.

Scientific writing is  
often dry, wordy, and  
difficult to understand.

But, as Anne E.

Greene shows in

Writing Science in

Plain English, writers

from all scientific

disciplines can learn

to produce clear,

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English

concise prose by  
mastering just a few  
simple principles. This  
short, focused guide  
presents a dozen such  
principles based on  
what readers need in  
order to understand  
complex information,  
including concrete  
subjects, strong verbs,  
consistent terms, and  
organized paragraphs.

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The author, a biologist and an experienced teacher of scientific writing, illustrates each principle with real-life examples of both good and bad writing and shows how to revise bad writing to make it clearer and more concise. She ends each chapter with



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practice exercises so  
that readers can come  
away with new  
writing skills after just  
one sitting. Writing  
Science in Plain  
English can help  
writers at all levels of  
their academic and  
professional careers—u  
ndergraduate students  
working on research  
reports, established

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scientists writing  
articles and grant  
proposals, or agency  
employees working to  
follow the Plain  
Writing Act. This  
essential resource is  
the perfect companion  
for all who seek to  
write science  
effectively.

This book shows you  
how to write for

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English

customers and clients  
in language thatâ€™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

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contributor list reads  
like a whoâ€™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

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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  
â€œcommunication  
toolbox.â€

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100 Ways to Improve  
Your Writing

(Updated)

Banishing

Bureaucratese

75 Readings Plus

Strategies for Success

in Academic Writing :

Advanced

Plain Words

Offering a

balanced collection

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English

of classic  
contemporary  
essays, this guide  
includes coverage  
of writing styles,  
voices and cultural  
perspectives.

Online sensation  
Grammar Girl  
makes grammar  
fun and easy in this  
New York Times

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English

bestseller Are you  
stumped by split  
infinitives? Terrified  
of using "who"  
when a "whom" is  
called for? Do you  
avoid the words  
"affect" and "effect"  
altogether?

Grammar Girl is  
here to help!

Mignon Fogarty,



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a.k.a. Grammar Girl, is determined to wipe out bad grammar—but she's also determined to make the process as painless as possible. A couple of years ago, she created a weekly podcast to tackle

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English

some of the most common mistakes people make while communicating.

The podcasts have now been

downloaded more than twenty million times, and Mignon has dispensed grammar tips on Oprah and

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appeared on the pages of The New York Times, The Wall Street Journal, and USA Today. Written with the wit, warmth, and accessibility that the podcasts are known for, Grammar Girl's Quick and Dirty

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Tips for Better

Writing covers the grammar rules and word-choice guidelines that can confound even the best writers. From "between vs. among" and "although vs. while" to comma splices and misplaced

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English

modifiers, Mignon offers memory tricks and clear explanations that will help readers recall and apply those troublesome grammar rules. Chock-full of tips on style, business writing, and effective e-mailing,

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English

Grammar Girl's  
print debut  
deserves a spot on  
every  
communicator's  
desk.

This colour edition  
medical dictionary  
should be of use  
both as a home  
medical guide and  
as an aid for all

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English

those working in  
the medical and  
allied professions.  
Over 10,000  
concise entries  
cover all the major  
medical and  
surgical specialties  
and the dictionary  
aims to reflect  
recent medical  
advances,

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including those in genetics, infertility treatment, cancer, imaging techniques, organ transplantation, and the links between BSE and Creutzfeldt-Jakob disease, and there is coverage of new drugs in clinical



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use.

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

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English

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

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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

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and updated, this essential reference work is now even more useful: the word lists have been expanded; a new list of clichéd and troublesome words to avoid has been added; and examples of real-life stories have

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English

been replaced with  
more recent ones.

An improved  
design gives the  
book a fresh feel.  
Handbook of Easy  
Languages in  
Europe

Writing at Work  
How European  
Community  
Regulations Could

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Guide Plain  
English

be Written More  
Clearly So that  
Citizens of Member  
States, Including  
Lawyers, Would  
Understand Them  
Better  
How to  
Communicate  
Clearly  
Easy Language –  
Plain Language –

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Easy Language  
English  
Plus

Readers and writers of all levels will find the Oxford A-Z of English Usage essential. Based on Oxford's world-leading dictionary research programmes and contemporary language monitoring, and giving examples of real usage, this book provides the

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essential information about usage and correct English that is needed in practical, everyday situations. Arranged in A-Z sequence, it contains over 680 entries on issues of spelling, grammar, meaning and PC language that confuse people (e.g. licence / license; learning difficulties / mental handicap; fewer / less). In



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addition, there are more than 20 special feature articles on specific topics such as hyphenation or the use of Latin plurals, as well as commonly confused terms like Britain, Great Britain, the British Isles, England. With a fresh page design, the Oxford A-Z of English Usage gives the reader immediate and easy access to answers, by

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means of clear and coherent explanations and illustrations. It will prove the first port of call for any reader seeking clear, authoritative help with usage questions. Including examples of real usage, this handy volume provides clear information about grammar and punctuation that we need on a day-to-day basis in

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over 300 entries. Revised and updated, The Oxford A-Z of Grammar and Punctuation offers accessible and coherent explanations across a broad range of topics, and is the first port of call for any reader seeking clear, authoritative help with grammar and punctuation. Both easy to use and comprehensive, it is

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an essential tool for writing at home, in the office, at school, and at college.

"Explains how to plan, organize, and structure your writing. Helps you master plain English and improve your writing with expert advice on vocabulary, style, punctuation, grammar, and proofreading  
Provides advice on

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English  
avoiding jargon and  
clichés, and practical,  
up-to-date guidance on  
writing in an inclusive  
manner Shows you how  
it's done with hundreds  
of real examples,  
including 'before' and  
'after' versions"--

The Oxford Guide to  
Effective Writing &  
Speaking is the essential  
guide for everyone who  
needs to communicate

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English

clearly and effectively. It combines practical advice on specific writing and speaking tasks with detailed self-help chapters covering grammar, spelling, and the writing process itself.

The Glamour of  
Grammar

The Ultimate Phrasal  
Verb Book

The Oxford Dictionary  
of Literary Terms

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English  
Oxford Guide to  
Effective Writing and  
Speaking  
Plain Language Legal  
Writing

***Early in the  
history of  
English, the  
words "grammar"  
and "glamour"  
meant the same  
thing: the power  
to charm. Roy***

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Guide Plain  
English

**Peter Clark,**  
**author of Writing**  
**Tools, aims to put**  
**the glamour back**  
**in grammar with**  
**this fun,**  
**engaging**  
**alternative to**  
**stuffy**  
**instructionals. In**  
**this practical**  
**guide, readers**  
**will learn**



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Martin Oxford

Guide Plain  
English

**everything from  
the different  
parts of speech  
to why effective  
writers prefer  
concrete nouns  
and active verbs.  
THE GLAMOUR OF  
GRAMMAR gives  
readers all the  
tools they need  
to "live inside the  
language"--to**

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English

**take advantage  
of grammar to  
perfect their use  
of English, to  
instill meaning,  
and to charm  
through their  
writing. With this  
indispensable  
book, readers will  
come to see just  
how glamorous  
grammar can be.**

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Martin Oxford

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English

***This book seeks to change public and legal writing—by making the ultimate case for plain language. The book gathers a large body of evidence for two related truths: using plain language can***

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Guide Plain  
English

***save businesses  
and government  
agencies a ton of  
money, and plain  
language serves  
and satisfies  
readers in every  
possible way. The  
book also  
debunks the ten  
biggest myths  
about plain  
writing. And it***

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English

***looks back on 40 highlights in plain-language history. Professor Joseph Kimble is a leading international expert on this subject. Here is the book that sums up his important work. His message is***

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**vital to every  
government  
writer, business  
writer, and  
attorney.**

**The Oxford Guide  
to English Usage  
is an essential  
theme-by-theme  
guide to correct  
written and  
spoken English.  
Its unique**

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English

**organization by  
subject gives a  
complete  
overview of  
English usage,  
providing full  
advice on both  
rules and  
exceptions. Now  
thoroughly  
revised to  
incorporate the  
latest spelling,**

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English

***pronunciation,  
and usage  
information from  
Oxford's most up-  
to-date  
dictionaries, the  
Guide illustrates  
points of usage  
with quotations  
from real  
authors, from  
Virginia Woolf to  
David Lodge.***



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***How to apply  
principles of good  
writing to  
government  
workplace  
writing.***

***A Guide to the  
Magic and  
Mystery of  
Practical English  
A Dictionary of  
First Names  
Balancing***

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Guide Plain  
**Comprehensibilit  
y and**

**Acceptability**

**Grammar Girl's**

**Quick and Dirty**

**Tips for Better**

**Writing**

**An A-Z of**

**Effective**

**Vocabulary**

*This book shows*

*how accessible*

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Guide Plain  
English

*communication,  
and especially eas  
y-to-understand  
languages, should  
be designed in  
order to become  
instruments of  
inclusion. It*

*examines two well-  
established easy-  
to-understand  
varieties: Easy*

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Martin Oxford

Guide Plain  
English

*Language and  
Plain Language,  
and shows that  
they have  
complementary  
profiles with  
respect to four  
central qualities:  
comprehensibility,  
perceptibility,  
acceptability and  
stigmatisation*

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Martin Oxford

Guide Plain  
English  
*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*

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Martin Oxford  
Guide Plain  
English

*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*

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Guide Plain  
English

*hazard to  
acceptability and,  
thus, enhance  
their  
stigmatisation  
potential? The  
book also  
proposes another  
easy-to-  
understand  
variety: Easy  
Language Plus.*

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Martin Oxford  
Guide Plain  
English

*This variety  
balances the four  
qualities and is  
modelled in the  
present book.*

*Clarity and  
precision in legal  
writing are  
essential skills in  
the practice and  
study of law. This  
book offers a*



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Guide Plain  
English

*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*

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English

*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*

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English

*navigate. Topics range as widely as ambiguity, definitions, provisos, recitals, simplified outlines, terms of art, tone, and the various principles of legal interpretation.*

*Words and*

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*phrases deal with legal expressions that non-lawyers find opaque and obscure. The purpose is to show that you can usually substitute a plain-English equivalent. Usage entries include matters such as*

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*abbreviations,  
acronyms, active  
and passive voice,  
brackets, bullet  
points, citation  
methods, cross-  
referencing,  
deeds, fonts,  
document design,  
footnotes, gender-  
neutral language,  
numbering*

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English

*systems, plain  
language,  
punctuation, the  
use of Latin,  
structures for  
legal advices and  
documents, and  
techniques for  
editing and  
proofreading.  
With an emphasis  
on technical*

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*effectiveness and  
understanding,  
the book is  
required reading  
for all those  
engaged in the  
practice and study  
of law.*

*Plain English is an  
essential tool for  
effective  
communication.*

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English

*Information transmitted in letters, documents, reports, contracts, and forms is clearer and more understandable when presented in straightforward terms. The Oxford Guide to Plain*



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Guide Plain  
English

*English provides authoritative guidance on how to write plain English using easy-to-follow guidelines which cover straightforward language, sentence length, active and passive*

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English

*verbs,  
punctuation,  
grammar,  
planning, and  
good  
organization. This  
handy guide will  
be invaluable to  
writers of all  
levels. It provides  
essential  
guidelines that*

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English

*will allow readers to develop their writing style, grammar, and punctuation. The book also offers help in understanding official jargon and legalese giving the plain English alternatives. This*

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Guide Plain  
English

*guide gives  
hundreds of real  
examples and  
shows 'before and  
after' versions of  
texts of different  
kinds which will  
help readers to  
look critically at  
their own writing.  
Helpfully  
organized into 21*

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English

*short chapters,  
each covering a  
different aspect of  
writing. Clearly  
laid out, and easy  
to use, the Oxford  
Guide to Plain  
English is the best  
guide to writing  
clear and helpful  
documents.*

*Comprising 8*

*Page 85/139*

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Guide Plain  
English

*books in one, this  
compendium  
writing guide is  
for all who aspire  
to improve their  
writing skills,  
grammar, spelling  
and punctuation  
in one easy step.*

*Accessible*

*Communication: A  
Cross-country*

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*Journey*

*A Student and*

*Practitioner Guide*

*A Grammar*

*Practice Book for*

*Elementary to Lo*

*wer-intermediate*

*Students of*

*English*

*Oxford A-Z of*

*Grammar and*

*Punctuation*

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*Technical  
Communication*

Effective writing is a key to professional success.

How do you approach an essay or discussion question? How do you review what claims others have made and offer



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counter-claims? And how do you weigh up the strengths and weaknesses of your own argument before putting together a persuasive conclusion? This accessible book takes you step by step through the art of argument, from

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## Guide Plain English

thinking about what to write and how you might write it, to how you may strengthen your claims, and how to come to a strong conclusion.

Engagingly written and featuring useful summaries at the end of each chapter, this new book offers

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easily transferable practical advice on assessing the arguments of others and putting forward effective arguments of your own. The book's strength lies in its clear guidance and the use of real-life arguments - both contemporary and historical - and real-

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life essay questions  
from a variety of  
disciplines across  
the humanities and  
social sciences.

These interesting,  
relevant, and often  
entertaining,  
examples are used  
not to illustrate, but  
to make essential  
points about what  
can be learnt, what

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techniques can be borrowed, and what pitfalls to avoid in the area of analytical thinking and writing. The Oxford Guide to Effective Argument and Critical Thinking is sure to improve the written work of any student required to demonstrate the

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key skills of critical writing and thinking.

It is equally as valuable for professionals needing these skills (e.g. journalists, lawyers, researchers, politicians) as well as for anyone who has a case to put forward and would

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like to do so  
convincingly.

The official style  
guide followed by  
The Times and The  
Sunday Times.

Uncover the rules,  
conventions and  
policies on spelling,  
grammar and usage  
followed by the  
journalists,  
contributors and

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editors working on  
the Times and  
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who writes—whether  
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professional  
writer—should keep  
on his or her desk.  
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instructive  
examples, 100

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building blocks of  
good writing—from  
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challenges such as  
writer's block and  
creating a strong  
title. It is a must-  
have  
resource—perfect for  
reading cover to  
cover, or just for  
keeping on hand for  
instant  
reference—now  
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Writing to Please  
The Case for Plain  
Language in  
Business,  
Government, and  
Law

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The Good Grammar  
Book

*A complete guide  
to clean,  
precise and  
understandable  
legal writing So  
many books give  
you advice that  
turns out to be  
hollow: "know  
your audience,"  
"structure your  
writing." The*

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*real strength in  
Plain Language  
Legal Writing is  
how, throughout,  
Stephens  
provides clear  
instructions on  
how to  
accomplish what  
she's  
recommending.  
Instead of just  
telling you to  
plan what you're*

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*going to write,  
she walks you  
step-by-step  
through the  
planning.*

*Instead of  
telling you to  
consider your  
audience before  
writing, she  
describes in  
detail the sorts  
of audiences a  
legal document*

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*might have (more  
than you'd  
expect!) and how  
to best meet  
their needs.*

*Plain Language  
Legal Writing  
will help you  
produce  
documents that  
people are  
willing to read  
and able to  
understand.*



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More: PlainLangu  
ageLegalWriting.  
comOther

versions: e-book

Plain English is

an essential

tool for

effective

communication.

Information

transmitted in

letters,

documents,

reports,

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*contracts, and forms is clearer and more understandable when presented in straightforward terms. The Oxford Guide to Plain English provides authoritative guidance on how to write plain*

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Guide Plain

*English using  
easy-to-follow  
guidelines which  
cover  
straightforward  
language,  
sentence length,  
active and  
passive verbs,  
punctuation,  
grammar,  
planning, and  
good organization.*

*This handy*

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Martin Oxford  
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English

*guide will be  
invaluable to  
writers of all  
levels. It  
provides  
essential  
guidelines that  
will allow  
readers to  
develop their  
writing style,  
grammar, and  
punctuation. The  
book also offers*

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Martin Oxford  
Guide Plain  
English

*help in  
understanding  
official jargon  
and legalese  
giving the plain  
English alternat  
ives. This guide  
gives hundreds  
of real examples  
and shows  
'before and  
after' versions  
of texts of  
different kinds*

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Martin Oxford

Guide Plain  
English

*which will help  
readers to look  
critically at  
their own  
writing.*

*Helpfully  
organized into  
21 short  
chapters, each  
covering a  
different aspect  
of writing.*

*Clearly laid  
out, and easy to*

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Martin Oxford

Guide Plain  
English

*use, the Oxford  
Guide to Plain  
English is the  
best guide to  
writing clear  
and helpful  
documents.*

*This book offers  
candid advice  
and 20 easy-to-  
follow  
guidelines  
covering plain  
words, sentence*

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Martin Oxford

Guide Plain  
English

*length, active  
and passive  
verbs,  
punctuation,  
planning, and  
good  
organization of  
point. It is an  
essential guide  
for anyone who  
needs to produce  
written work.  
How European  
Community*



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Martin Oxford

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English

*regulations  
could be written  
more clearly so  
the citizens of  
Member States,  
including  
lawyers, would  
understand them  
better".--title  
page.*

*Plain Language,  
Clear and Simple  
Using Plain  
Language in*

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Guide Plain  
**Government  
Writing**

*Oxford Guide to  
Effective*

*Argument and*

*Critical*

*Thinking*

*Reason to Write*

*Proven*

*Professional*

*Techniques for*

*Writing with*

*Style and Power*

Updated to reflect

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questions found  
on the most  
recent ESL tests,  
this book  
presents 400  
common phrasal  
verbs as they are  
used in everyday  
English. Phrasal  
verbs are verbs  
combined with  
prepositions or

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adverbs.

Familiarity with  
phrasal verbs  
and

understanding  
their use as  
nouns (breakup,  
showoff, etc.) or  
adjectives

(spaced-out,  
broken-down,  
stressed-out, and

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many others) is essential to ESL students.

Updated information includes: the most commonly used phrasal verbs; activities and examples that reflect our current

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technology and  
the world around  
us; an expanded  
introduction for  
the teacher with a  
thorough  
breakdown and  
explanation of  
phrasal verbs;  
and, a discussion  
of separable and  
inseparable

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phrasal verbs in  
Unit 1, and more.

This book's  
hundreds of  
examples in  
context and  
hundreds of  
exercises will be  
extremely useful  
to ESL students  
who are  
preparing for

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TOEFL or who  
simply wish to  
improve their  
English.

This Dictionary is  
part of the Oxford  
Reference

Collection: using  
sustainable print-  
on-demand  
technology to  
make the



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and informative

Dictionary of

First Names

covers over 6,000

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names in  
common use in  
English,  
including the  
very newest  
names as well as  
traditional  
names. From  
Alice to Zanna  
and Adam to Zola  
this book will  
answer all your

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questions: it will tell you the age, origin, and meaning of the name, as well as how it has fared in terms of popularity, and who the famous fictional or historical bearers for the name

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have been. It  
covers

alternative  
spellings, short  
forms and pet  
forms, and  
masculine and  
feminine forms,  
as well as help  
with  
pronunciation.

The book

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includes  
extensive  
appendices  
covering names  
from languages  
including  
Scottish, Irish,  
French, German,  
Italian, Arabic,  
and Chinese  
names. Tables of  
the most popular

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names by year  
and by region are  
also included.

From the  
traditional to the  
rare and  
unconventional,  
this book will tell  
you everything  
you need to know  
about names.

The Handbook of

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Easy Languages  
in Europe

describes what  
Easy Language is  
and how it is  
used in European  
countries. It  
demonstrates the  
great diversity of  
actors,  
instruments and  
outcomes related

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to Easy  
Language  
throughout  
Europe. All  
people, despite  
their limitations,  
have an equal  
right to  
information,  
inclusion, and  
social  
participation.



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This results in requirements for understandable language. The notion of Easy Language refers to modified forms of standard languages that aim to facilitate reading and language

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comprehension.  
This handbook  
describes the  
historical  
background, the  
principles and  
the practices of  
Easy Language in  
21 European  
countries. Its  
topics include  
terminological

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definitions, legal  
status,  
stakeholders,  
target groups,  
guidelines,  
practical  
outcomes,  
education,  
research, and a  
reflection on  
future  
perspectives

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related to Easy  
Language in each  
country. Written  
in an academic  
yet interesting  
and  
understandable  
style, this  
Handbook of  
Easy Languages  
in Europe aims to  
find a wide

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audience.

Takes students through the writing process from generating ideas, drafting and revising, to proof-reading and editing. This work features guidelines, strategies, and

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practice in  
English

writing for

academic

success. It

contains a short

reading passage

to spark

students' interest

and provide

meaningful

issues to write

about.

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English  
Oxford Guide To  
Plain English 2/E

Oxford A-Z of  
Better Spelling

Clarifying EC  
Regulations

Plain Language  
in Plain English  
The Plain English  
Guide

'Be short, be simple,  
be human.' This

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classic work is the quintessential guide to writing good clear English. Now updated in a new edition, but with all its original charm, it provides advice on everything from using the semicolon correctly to avoiding clichés and jargon. It is a vital resource for anyone



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who recoils from words such as 'operationalisation', and who wants to write in a strong, plain style. 'Vastly informative and indispensable.' Bill Bryson 'Who should read this book?

Anyone who writes'. Russell Davies, The Oldie 'Wit,

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humanity and  
common sense . . . his  
central advice should  
be taped to the screen  
of anyone sitting  
down at a computer  
keyboard.'Michael  
Skapinker, Financial  
Times 'One of the  
most venerable (and,  
in some quarters,  
venerated) guides to  
good written

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Martin Oxford  
Guide Plain  
usage.'Stefan Collini,  
Prospect  
English

Writing Science in  
Plain English  
Oxford A-Z of  
English Usage  
The Oxford Guide to  
English Usage