

Oxford Guide To Plain English

The Oxford Guide to English Grammar is a systematic account of grammatical forms and the way they are used in modern standard English. It is designed for learners at intermediate and advanced levels and for teachers, and is equally suitable for quick reference to details or for the moreleisured study of grammatical topics. The emphasis is on meaning in the choice of grammatical pattern, and on the use of patterns in texts and in conversations.

How do you approach an essay or discussion question? How do you view what claims others have made and offer 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 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 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-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 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 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 like to do so convincingly.

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

Comprehensive and truly accessible, Technical Communication guides students 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 Markel 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 content developed and maintained by the author. The text is also available in a convenient, affordable e-book format.

Oxford Guide to Plain English

A Dialogic Approach to Technical Content in the 21st Century

An A-Z of Effective Vocabulary

Oxford A-Z of Better Spelling

Dreyer's English

Covers such topics as plant products, cooking terms, national and regional cuisines, food preservation, food science, diet, and cookbooks and their authors.

The Oxford Guide to Effective Writing & Speaking is the essential guide for everyone who needs to communicate 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 first comprehensive description of English word formation covers inflection and derivation, compounding, conversion, and minor processes such as subtractive morphology. It combines theory-neutral presentation of data with theoretically informed analysis. Winner of the 2015 Bloomfield Book Award and written by three outstanding scholars, this is a vital reference for all linguists.

Provides over 1,700 biographies of influential poets writing in English from 1910 to the present day, exploring the influences, inspirations, and movements that have shaped their works and lives.

Using Plain Language in Government Writing

The Oxford Companion to Beer

The Times Style Guide: A practical guide to English usage

Banishing Bureaucratse

The New Oxford Style Manual brings together the new editions of two essential reference works in a single volume. Combining New Hart's Rules with the New Oxford Dictionary for Writers and Editors, this is the definitive guide to the written word. New Hart's Rules, Oxford's definite guide to style, gives authoritative and expert advice on how to prepare copy for publication in print and electronically. Topics covered include how to punctuate and hyphenate accurately, capitalization guidelines, structuring text coherently, how to use quotations and citations clearly, how to provide accurate references, UK and US usage, and much more. Recent developments in the publishing industry, such as scientific publishing conventions have been included in the up-to-date edition. These guidelines are complemented by the New Oxford Dictionary for Writers and Editors which features 25,000 A to Z entries giving authoritative advice on those words and names which raise questions time and time again because of spelling, capitalization, hyphenation, or cultural and historical context. Entries give full coverage of recommended spellings, variant forms, confusable words, hyphenation, capitalization, foreign and specialist terms, proper names, and abbreviations. The New Oxford Style Manual also includes superb appendices for quick reference including proofreading marks, countries and currencies, and alphabets. Combining these two updated works and drawing on the unrivalled research and expertise of the Oxford Reference and Dictionaries departments, this volume is an essential part of every editor's and writer's toolkit.

This second edition of the Oxford Handbook of Free Will is intended to be a sourcebook and guide to current work on free will and related subjects. Its focus is on writings of the past forty years, in which there has been a resurgence of interest in traditional issues about the freedom of the will in the light of new developments in the sciences, philosophy and humanistic studies. Special attention is given to research on free will of the first decade of the twenty-first century since the publication of the first edition of the Handbook. All the essays have been newly written or rewritten for this volume. In addition, there are new essays and essays surveying topics that have become prominent in debates about free will in the past decade, including new work on the relation of free will to physics, the neurosciences, cognitive science, psychology and empirical philosophy, new versions of traditional views (compatibilist, incompatibilist, libertarian, etc.) and new views (e.g., revisionism) that have emerged. The twenty-eight essays by prominent international scholars and younger scholars cover a host of free will related issues, such as moral agency and responsibility, accountability and blameworthiness in ethics, autonomy, coercion and control in social theory, criminal liability, responsibility and punishment in legal theory, issues about the relation of mind to body, consciousness and the nature of action in philosophy of mind and the cognitive and neurosciences, questions about divine foreknowledge, providence and human freedom in philosophy of religion, and general metaphysical questions about necessity and possibility, determinism, time and chance, quantum reality, causation and explanation. Science.

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 editors working on the Times and Sunday Times newspapers. Now updated with all the latest policy decisions.

The New Oxford Guide to Writing

Oxford Guide To Plain English 2E

Plain Language, Clear and Simple

The New Oxford Book of English Prose

Plain English at Work

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 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 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 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. More: PlainLanguageLegalWriting.comOther versions: e-book

Presents a hands-on approach to plain language writing for government 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 logical way.

Plain English is an essential tool for effective communication. Information transmitted in letters, documents, reports, contracts, and forms is clearer and more understandable when presented in straightforward terms. The Oxford Guide to Plain English provides authoritative guidance on how towrite 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 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 help in understanding official jargon and legalese giving the plain English alternatives. This 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 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.

Oxford Guide to Plain EnglishOxford University Press

The Penguin Writer's Manual

Plain Language in Plain English

Technical Communication

A Guide to Writing Correspondence, Reports, Technical Documents, and Internet Pages for a Global Audience

The Oxford Handbook of Free Will

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

This book provides a state-of-the-art account of past and current research in the interface between linguistics and law. It outlines the range of legal areas in which linguistics plays an increasing role and describes the tools and approaches used by linguists and lawyers in this vibrant new field. Through a combination of overview chapters, case studies, and theoretical descriptions, the volume addresses areas such as the history and structure of legal language, its meaning and interpretation, multilingualism and language rights, courtroom discourse, forensic identification, intellectual property and linguistics, and legal translation and interpretation. Encyclopaedic in scope, the handbook includes chapters written by experts from every continent who are familiar with linguistic issues that arise in diverse legal systems, including both civil and common law jurisdictions, mixed systems like that of China, and the emerging law of the European Union.

Good spelling is 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 definite? Delinious or delirious? 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, theplural of which is potatoes. Knowing the 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 it do: it gives immediate access not 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 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 makes the benefits of the material more explicit to the general reader: better organization of the supplementary features, simplified and more transparent design, additionaland updated content, and more clearly written rules. One of a mini-series of titles on spelling, grammar and punctuation, and usage.

Plain Language and Ethical Action examines and evaluates principles and practices of plain language that technical content producers can apply to meet their audiences' needs in an ethical way. Applying the BUROC framework (Bureaucratic, Unfamiliar, Rights-Oriented, and Critical) to identify situations in which audiences will benefit from plain language, this work offers in-depth profiles show how six organizations produce effective plain-language content. The profiles show plain-language projects done by organizations ranging from grassroots volunteers on a shoestring budget, to small nonprofits, to consultants completing significant federal contacts. End-of-chapter questions and exercises provide tools for students and practitioners to reflect on and apply insights from the book. Reflecting global commitments to plain language, this volume includes a case study of a European group based in Sweden along with results from interviews with plain-language experts around the world, including Canada, England, South Africa, Portugal, Australia, and New Zealand. This work is intended for use in courses in information design, technical and professional communication, health communication, and other areas producing plain language communication. It is also a crucial resource for practitioners developing plain-language technical content and content strategists in a variety of fields, including health literacy, technical communication, and information design.

The Oxford Companion to Modern Poetry in English

The Plain English Approach to Business Writing

Writing for Dollars, Writing to Please

Oxford A-Z of English Usage

Oxford Guide to English Grammar

The bestselling guide to grammar—now new and expanded—includes a whole new chapter on language in the age of email.

Traces the development of English and American prose from the end of the Middle Ages to the present through the work of its finest writers, from Sir Thomas Malory to Salman Rushdie

NEW YORK TIMES BESTSELLER • A sharp, funny grammar guide they'll actually want to read, from Random House's longtime copy chief and one of Twitter's leading language gurus NAMED ONE OF THE BEST BOOKS OF THE YEAR BY O: The Oprah Magazine • Paste • Shelf Awareness "Essential (and delightful!)—People We all write, all the time: books, blogs, emails. Lots and lots of emails. And we all want to write better. Benjamin Dreyer is here to help. As Random House's copy chief, Dreyer has upheld the standards of the legendary publisher for more than two decades. He is beloved by authors and editors alike—not to mention his followers on social media—for deconstructing the English language with playful erudition. Now he distills everything he has learned from the myriad books he has copyedited and overseen into a useful guide not just for writers but for everyone who wants to put their best prose foot forward. As authoritative as it is amusing, Dreyer's English offers lessons on punctuation, from the underloved semicolon to the enigmatic en dash; the rules and nonrules of grammar, including why it's OK to begin a sentence with "And" or "But" and to confidently split an infinitive; and why it's best to avoid the doldrums of the Wan Intensifiers and Throat Clearers, including "very," "rather," "of course," and the dreaded "actually." Dreyer will let you know whether "alright" is all right (sometimes) and even help you brush up on your spelling—though, as he notes, "The problem with mnemonic devices is that I can never remember them." And yes: "Only godless savages eschew the series comma." Chockful of advice, insider wisdom, and fun facts, this book will prove to be invaluable to everyone who wants to shore up their writing skills, mandatory for people who spend their time editing and shaping other people's prose, and—perhaps best of all—an utter treat for anyone who simply revels in language. Praise for Dreyer's English "Playful, smart, self-conscious, and personal . . . One encounters wisdom and good sense on nearly every page of Dreyer's English."—The Wall Street Journal "Destined to become a classic."—The Millions "Dreyer can help you . . . with tips on punctuation and spelling. . . . Even better: He'll entertain you while he's at it."—Newsday

This book is intended for general readers with an interest in writing for business purposes.

1001 Words You Need To Know and Use

Woe Is I: The Grammarphobe's Guide to Better English in Plain English

The Concise Oxford Dictionary of Current English (Classic Reprint)

Oxford Guide to Effective Writing and Speaking

A Guide to Writing and Speaking

This volume explores both historical and current issues in English usage guides or style manuals. Guides of this sort have a long history; while Fowler's Modern English Usage (1926) is one of the best known, the first English usage guide was published in the UK in 1770, and the first in the US in 1847. Today, new titles come out nearly every year, while older works are revised and reissued. Remarkably, however, the kind of usage problems that have been addressed over the years are very much the same, and attitudes towards them are slow to change - but they do change. The chapters in this book look at how and why these guides are compiled, and by whom; what sort of advice they contain; how they differ from grammars and dictionaries; how attitudes to usage change; and why institutions such as the BBC need their own style guide. The volume will appeal not only to researchers and students in sociolinguistics, but also to general readers with an interest in questions of usage and prescriptivism, language professionals such as teachers and editors, and language policy makers.

This book shows you how to write for customers and clients in language that á €™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 á €™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 á €€ communication toolbox. á €€

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 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 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 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.

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 Effective Argument and Critical Thinking

The Oxford Book of Modern Science Writing

The Elements of International English Style

Rules for Compositors and Readers ... at the University Press, Oxford

The Case for Plain Language in Business, Government, and Law

A comprehensive, practical guide to writing and speaking clearly, effectively, and persuasively shows how to get one's point across; how to organise memos, letters, and reports; and how to remember and deliver successful presentations. UP.

This easy-to-use handbook is an essential resource for anyone who needs to write English correspondence for an international business audience. In an engaging, accessible style it integrates the theory and controversies of intercultural communication with the practical skills of writing and editing English for those who read it as a second language. The book emphasises principles of simplicity and clarity, proper etiquette, cultural sensitivity, appropriate layout and typography, and more to increase the chances that a text prepared by a native English speaker will be better understood by a non-native speaker. It also updates traditional advice with new insights into "e-mail culture." Equally useful for students and professionals in business communication, marketing communication, and international business, The Elements of International English Style is filled with realistic examples, problems, and projects, including: 57 specific tactics to internationalize one's English; hundreds of before-and-after comparisons showing the effects of editing for an international audience; models of international correspondence; practical discussion questions and work projects; useful resources for further study, including books, articles, and websites.

"Features more than 1,100 A-Z entries written by 166 of the world's most prominent beer experts"—Provided by publisher.

The Penguin Writer's Manual is the essential companion for anyone who wants to master the art of writing good English. Whether you're composing an essay, sending a business letter or an email to a colleague, or firing off an angry letter to a newspaper, this guide will help you to brush up you communication skills and write correct and confident English.

The Oxford handbook of language and law

How to Communicate Clearly

Plain Language Legal Writing

Plain Language and Ethical Action

The Oxford Reference Guide to English Morphology

Provides guidance on writing clearly and effectively, covering such topics as sentence length, active and passive verbs, punctuation, grammar, and proofreading.

Plain English is an essential tool for effective communication. Information transmitted in letters, documents, reports, contracts, and forms is clearer and more understandable when presented in straightforward terms. The Oxford Guide to Plain English provides authoritative guidance on how towrite 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 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 help in understanding official jargon and legalese giving the plain English alternatives.This 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 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.

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

Except from The Concise Oxford Dictionary of Current English Again, of the many thousands of old or new scientific and technical terms that have a limited currency some are carried by accident into the main stream of the language and become known temporarily or permanently, vaguely or precisely, to all ordinarily well-informed members of the modern newspaper-reading public. For the purposes of a dictionary that is not to be bulky and yet is to give a fuller treatment than is usual in dictionaries of its size to the undoubtedly current words forming the staple of the language, selection among these intruders is a difficult but very necessary task. The most that can be hoped for is that every one conversant with any special vocabulary may consider us, though sadly deficient on his subject, fairly copious on others the meaning of many learned words that have been omitted as having no pretence to general currency may easily be gathered by reference first to the stem, which is often the subject of an article, or to another word of which the stem is clearly the same, and secondly to the suffix. In another class of words and senses the test of currency has led us to diverge in the opposite direction from the practice usual in dictionaries of this size if we give fewer scientific and technical terms, we admit colloquial, facetious, slang, and vulgar expressions with freedom, merely attaching a cautionary label when a well established usage of this kind is omitted. It is not because we consider it beneath the dignity of lexicography to record it, but because, not being recorded in the dictionaries from which our word-list is necessarily compiled, it has escaped our notice we have not, however, consulted slang dictionaries nor made any attempt at completeness in this respect. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at www.forgottenbooks.com This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

New Oxford Style Manual

An Utterly Correct Guide to Clarity and Style

Oxford A-Z of Grammar and Punctuation

The Oxford Companion to Food

History, Advice, Attitudes

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

Covers the writing process, the structure of essays, exposition, sentences, diction, description, narration, and punctuation

English Usage Guides