

A Plain English Oup

Providing a single-volume source of information about the English language, this text takes in language examples from Cockney to Creole across a historical range from Chaucer to Chomsky.

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.

Computer interfaces and documentation are notoriously difficult for any user, regardless of his or her level of experience. Advances in technology are

not making applications more friendly. Introducing concepts from linguistics and language teaching, *Language and Communication* proposes a new approach to computer interface design. The book explains for the first time why the much hyped user-friendly interface is treated with such derision by the user community. The author argues that software and hardware designers should consider such fundamental language concepts as meaning, context, function, variety, and equivalence. She goes on to show how imagining an interface as a new language can be an invaluable design exercise, calling into question deeply held beliefs and assumptions about what users will or will not understand. Written for a wide range of computer scientists and professionals, and presuming no prior knowledge of language-related terminology, this volume is a key step in the on-going information revolution.

Leading researchers shed new light on the history of the standardisation of English.

This handbook issued by the Securities and Exchange Comm. (SEC) shows how you can use well-established techniques for writing in plain English to create clearer and more informative disclosure documents. When drafting a document for filing with the SEC, you must make sure it meets all legal requirements. Chapters: what is a "plain English" document?; knowing your audience;

knowing the info. you need to disclose; organizing the document; writing in plain English; designing the document; time-saving tips; using readability formulas and style checkers; evaluating the document; reading list; the SEC's plain English rules; and "before" and "after" filings with notes.

New Oxford English Grammar is Oxford's brand new and definitive guide to grammar usage. This book has been written by a leading expert in the field, covers both British and American English, and makes use of the unrivalled language monitoring of Oxford's English Dictionaries programme. Arranged in three clear parts for ease of use, its comprehensive coverage ranges from the very basic to the most complex aspects of grammar, all of which are explained clearly and engagingly. This descriptive source of reference is invaluable for those with an interest in the English language, undergraduate students of all disciplines, and for anyone who would like a clear guide to English grammar and how to use it.

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

Oxford Guide to Plain English Oxford University Press, USA

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.

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, 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. 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 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—undergraduate students working on research reports, established 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.

Why literally shouldn't be taken literally. Why Americans think home in on something is a mistake and Brits think home in is. Is it OK to spell OK okay? What's wrong with hence why?

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Was Alanis Morissette ever ironic? Fowler's Dictionary of Modern English Usage is the world-famous guide to English usage, loved and used by writers, editors, and anyone who values correct English since it first appeared in 1926. Fowler's gives comprehensive and practical advice on complex points of grammar, syntax, punctuation, style, and word choice. Now enlarged and completely revised to reflect English usage in the 21st century, it provides a crystal-clear, authoritative picture of the English we use, while illuminating scores of usage questions old and new. International in scope, it gives in-depth coverage of both British and American English usage issues, with reference also to the English of Australia, Canada, India, New Zealand, and South Africa. The thousands of authentic examples in the book vividly demonstrate how modern writers tackle debated usage issues. They come on the one hand from established literary figures such as Chinua Achebe, Peter Ackroyd, Raymond Carver, Iris Murdoch, Harold Pinter, and Vikram Seth. On the other, they are drawn from a vast range of newspapers, journals, books, broadcast material, websites, and other digital sources from across the globe, and include references to topical personalities such as Stephen Fry, Prince Harry, Jeremy Paxman, and Wayne Rooney. Based on the evidence and research of the Oxford Dictionaries Programme, this is the most comprehensive and authoritative guide to usage available.

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

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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. It is organized in 25 short chapters, which each cover 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.

Bryan Garner is the most trusted living usage expert of our day, and Garner's *Modern English Usage* is the preeminent guide to the effective use of the English language. With well over 6,000 entries on English grammar, syntax, word choice, punctuation, capitalization, spelling, and style, this book is adored by professional writers and general readers alike. In this major update to a timeless classic, Bryan Garner has dramatically expanded coverage of international English usage, making the volume for the first time a guide not only to American English usage, but to English usage around the globe. Interest in the English language is greater than ever; English is the lingua franca not only of higher education and academia, but of science, business, computing, aviation, and even - arguably - entertainment. An awareness of global English matters today as never before. To ensure that Bryan Garner's clear, unambiguous advice resonates with English-speakers worldwide, more than 2,000 entries have been revised to account for the nuances of English not only in the United States, but in Australia and New Zealand, the United Kingdom, Canada, and South Africa. Not everything has changed: readers will still find the popular "Garner's Language-Change Index" which registers where each

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disputed usage in modern English falls on a five-stage continuum from non-acceptability (to the language community as a whole) to acceptability, giving the book a consistent standard throughout. Bryan Garner's tools for scientific accuracy are, however, fully updated: this fourth edition benefits from usage data generated by Google Ngrams, which charts frequencies of any word or short sentence in sources printed after 1800. With thousands of concise entries, longer essays on problematic areas such as subject-verb agreement and danglers, and meticulous citations of the New York Times, Newsweek, and other leading journalistic sources, this fourth edition of Garner's *Modern English Usage* provides priceless reference information to anyone hoping to improve as a writer - worldwide.

Plain English for Doctors shows how to write about medical science in a clear and vivid way. It can help a medical writer at any level, from beginner to veteran, since it gives specific, practical advice. Writing in plain English can help your writing reach a wider audience, including people in other specialties, levels of training, other fields, and other countries around the world. What makes medical writing hard to read? Is it complex science or complex grammar? This book shows how to keep good science but avoid complex grammar. It describes the symptoms of *medicus incomprehensibilis*, those over-used writing habits that tend to make medical writing hard to read. It shows how to treat each symptom using a proven plain English writing tip. Each tip is easy to apply and comes with exercises. The exercises are based on excerpts from articles published in leading medical journals. Model revisions vastly improve reading ease and grade level. The book looks at medical writing from three angles. Concept 1, *Take charge of your reading ease score*, shows how to manage reading ease. Concept 2, *Write vividly*, shows how to

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write more vividly by focusing on real world objects and actions. Concept 3, Present logical reasoning clearly, gives tips on how to choose a clear narrative pathway and forge a strong chain of logical reasoning. This book is a must for anyone who writes about medical science. The ability to express complex ideas in simple language is not a remedial skill. Rather, it can only be seen as a sign of mastery. Writing Skills for Public Relations is filled with helpful pointers and useful examples for public relations practitioners at all levels who need to make the best use of written communication. Covering both style and presentation, it addresses the dos and don'ts of English grammar, including jargon and clichés, as well as important legal considerations. Along with guidance on editing, policing house style, writing for the press, public speaking, pronunciation and good text design and layout, this fifth edition provides valuable advice on writing for online and social media. This is an essential hands-on practical guide for anyone earning a living through the written or spoken word.

This handy guide provides crystal-clear help with writing correctly and appropriately in everyday situations. Arranged alphabetically, the book contains concise entries with guidance on individual words and phrases, and longer entries on broader topics such as overused words, bullet points, and avoiding sexist language.

Describing Prescriptivism provides a topical and thought-provoking analysis of linguistic prescriptivism in British and American English, from a historical as well as present-day perspective. Focusing on usage guides and usage problems, the book takes a three-fold approach to present an in-depth analysis of the topic, featuring: a detailed study of the advice provided in usage guides over the years; an authoritative comparison of this advice with actual usage as recorded in British and American corpora, including the HUGE (Hyper

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Usage Guide of English) database – developed specifically to enable this line of study – as well as more mainstream corpora such as COCA, COHA and the BNC; a close analysis of the attitudes to particular usage problems among the general public, based on surveys distributed online through the "Bridging the Unbridgeable" research project's blog.* With extensive case studies to illustrate and support claims throughout, this comprehensive study is key reading for students and researchers of prescriptivism, the history of English and sociolinguistics. *Found at

<https://bridgingtheunbridgeable.com/>

"A Plain Language Handbook for Legal Writers" provides a practical, workshop-in-a-book approach to the techniques of clear writing. Designed for all legal professionals and law students, this book provides definitions of plain language by thoroughly reviewing the available literature. The handbook tackles such topics as the theoretical and ethical foundations of plain language, inclusive language, the testing of plain language documents, and the future of the international plain language movement. A Plain Language at Work section looks at wills, municipal bylaws, legislation, collective agreements, minutes of settlement, and consent forms. The book instructs on techniques leading to clear writing, exercises to help strengthen skills, and models for learning how to assess and write plain language documents.

How well do you write? Good communication is a skill required by all professionals. Whether you're preparing reports, conducting reviews or simply writing emails, expressing your ideas clearly and persuasively is fundamental to your success in the workplace. Susan McKerihan has spent over twenty years assisting corporate clients to perfect their written communications. In *Clear & Concise* she shares her secrets, using real-world examples to show how to avoid common writing traps, such as wordiness,

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ambiguity and repetition. By eliminating these habitual errors from your work and by using a logical top-down structure, you can improve the readability of your writing. And when your words are lucid and focused, your thinking becomes sharper, and you become more impressive and more productive. Clear & Concise is the only writing guide you will ever need.

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

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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.

Over the last two decades, governments and companies around the world have been encouraged to implement plain English in order to communicate essential information in letters, documents, reports, contracts, and forms in a more clear and understandable way. The *Quick Reference Plain English Guide* is a practical guide that explains how to write, and communicate information clearly. It provides guidance on how to write better letters, memos, instructions, legal documents, and reports to avoid being obscure, long-winded, and prone to jargon. This guide teaches how to write plain English using 20 easy-to-follow guidelines covering plain words, sentence length, active and passive verbs, punctuation, grammar, planning, and good organization of points. Writing myths are also explored and controversially exploded, such as 'You must not start a sentence with but', and 'You must not split your infinitives'.

The Penguin Writers' Guides series provide authoritative, succinct and easy-to-follow guidance on specific aspects of written English. Whether you need to brush up your skills or get to grips with something for the first time, these invaluable Guides will help you find the best way to get your message across clearly and effectively. *Common Errors in English* is a thorough A-Z checklist of the mistakes that often crop up in all aspects of written English. It gives ready and authoritative

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guidance on today's usage difficulties, being up-to-date with all the latest controversies, pitfalls and oddities of our language. Written in a lively style, with plenty of interest and humour, *Common Errors* shouldn't be far from the fingertips of anyone who does any kind of writing.

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 clichéd 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.

Immer mehr Hochschullehrende müssen oder wollen im Zuge der Globalisierung auf Englisch unterrichten. Das Buch bietet neben grundsätzlichen Überlegungen viele praktische Tipps zur Gestaltung englischsprachiger Lehrveranstaltungen. Die Auseinandersetzung mit der englischen Wissenschaftssprache und didaktischen Aspekten wird ergänzt durch ein Glossar mit hilfreichen Vokabeln und Formulierungen.

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

"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 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"--

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.

A guide to proper American English word usage, grammar, pronunciation, and style features examples of good and bad usage from the media.

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

presentations. UP.

"A dictionary of modern English usage first published 1926"--T.p. verso.

Plain English for Doctors is the first book on plain English medical writing. Its tips on writing clearly are specific, and easy to apply. Each tip comes with exercises based on excerpts from articles published in leading medical journals. This book is a must for any medical writer.

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 to write 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.

The Oxford Companion to the English Language provides an authoritative single-volume source of information about the

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English language. It is intended both for reference and for browsing. The first edition of this landmark Companion, published in 1998, adopted a strong international perspective, covering topics from Cockney to Creole, Aboriginal English to Caribbean English and a historical range from Chaucer to Chomsky, Latin to the World Wide Web. It succinctly described and discussed the English language at the end of the twentieth century, including its distribution and varieties, its cultural, political, and educational impact worldwide, its nature, origins, and prospects, and its pronunciation, grammar, vocabulary, word-formation, and usage. This new edition notably focuses on World Englishes, English language teaching, English as an international language, and the effect of technological advances on the English language. More than 130 new entries include African American English, British Sign Language, China English, digital literacy, multimodality, social networking, superdiversity, and text messaging, among many others. It also includes new biographical entries on key individuals who have had an impact on the English language in recent decades, including Beryl (Sue) Atkins, Adam Kilgariff, and John Sinclair. It is an invaluable reference for English Language students, and fascinating reading for any general reader with an interest in language.

Plain English meets the needs of all students who wish to improve their writing skills. The book opens with an introductory quiz, which gives a broad idea of the subject matter covered and helps readers to identify those sections which will be of most use. The quiz is followed by sections on punctuation, spelling, grammar, style, references and bibliographies. Each section deals step by step with basic difficulties and provides exercises to help test the readers' understanding. Answers are provided for all the exercises. Plain English is user-friendly and may either be read from

beginning to end, or simply dipped into for selected sections. 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.

The Penguin Writers' Guides series provides authoritative, succinct and easy-to-follow guidance on specific aspects of written English. Whether you need to brush up your skills or get to grips with something for the first time, these invaluable Guides will help you find the best way to get your message across clearly and effectively. This essential guide covers the key rules - and pitfalls - of written and spoken grammar. It covers such areas as: the building blocks of language, common errors and misconceptions, choosing the right level of expression, differences between British and American English, and political correctness. It also discusses various uses of language, from creative writing, CVs and reports to verbal presentations, and business and personal letters, with many useful suggestions for accurate and fluent English.

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An Introduction to English Grammar provides a comprehensive overview of all aspects of English grammar. The first part of the book ('The Grammar') provides a step-by-step introduction to the key topics in English grammar. The second part ('The Applications') shows how a grasp of these topics can be helpful in resolving usage problems, in developing a clear writing style, and in mastering punctuation and spelling. A whole chapter, 'English in Use', is devoted to illustrating the grammatical features of a wide range of modern text types, including emails, Facebook pages, and 'tweets'. It also looks at the special grammatical features of English in everyday conversation. Each chapter is followed by two sets of exercises. The first set can be used in self-study or in the classroom. The second set deals with more advanced topics, and can be used for classroom discussion or essay writing. This fourth edition has been fully revised and updated and includes: clearer descriptions and improved presentation new material on word structure and word formation new exercises, examples and extracts updated further reading Assuming no prior knowledge of English grammar, this book is ideal for beginning students on a one-semester course and provides everything a student needs on the theory and practice of English usage. A comprehensive Glossary of grammatical terms is included and a website provides invaluable additional exercises.

Diagnosing and Treating Medicus Incomphensibilis is a book of case studies on revising medical writing into plain English. It is a companion to Plain English for Doctors and Other Medical Scientists (Oxford University Press, 2017). It gives more practice to help the reader master skills in plain English medical writing. The 12 case studies are based on excerpts from articles published in leading medical journals. The excerpts cover a wide range of medical topics. Each case study looks at one excerpt, between 56 and 308 words long,

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that shows many classic symptoms of medicus incomprehensibilis - those overused writing habits that make medical writing hard to read. The case study asks questions, and gives short exercises, to guide the reader through the process of diagnosing the symptoms of medicus incomprehensibilis. The reader writes their prescription and revises to treat the symptoms. After each case study, the authors give their answers, prescription and revision. This book is intended for doctors and other medical scientists who write for medical journals, and anyone who aspires to do so. It is intended for writers at all levels, from veteran authors to students. It includes writers in related fields such as public health, pharmacology, nursing and life sciences. It is designed for self-study, seminar or classroom use. A guide to clear writing.

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