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# PLAIN ENGLISH GUIDE

*How to write  
clearly and  
communicate  
better*

MARTIN CUTTS



# Quick Reference Plain English Guide

**Donna Smallin**



## **Quick Reference Plain English Guide:**

*Oxford Guide to Plain English* Martin Cutts, 2007 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 Quick Reference Plain English Guide** Martin Cutts, 1999 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" and "You must not split your infinitives."

**A Plain English Reference to the Book of Mormon** Timothy B. Wilson, 2023-02-14 This book reads on an 8th to 9th grade level, making it a useful tool for students of all ages. It was created to bridge the gap between the text of *The Book of Mormon* and the reading and/or word comprehension and/or signing skills of many people.

**Oxford Guide to Plain English** Martin Cutts, 2020-02-27 Plain English is the art of writing clearly, concisely, and in a way that precisely communicates your message to your intended audience. This book offers expert advice to help writers of all abilities improve their written English. With 30 chapters, each centered 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

**Writing Science in Plain English, Second Edition** Anne E. Greene, 2025-04-29 An updated edition of the essential guide for all scientists from undergraduates to senior scholars who want to produce prose that anyone can understand Scientific writing is often dry wordy and difficult to understand But as biologist and experienced teacher of scientific writing 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 roughly a dozen such principles based on what readers need to understand complex information including concrete subjects strong verbs consistent terms organized paragraphs and correct sentence structure Greene illustrates each principle with real life examples of both good and bad writing and shows how bad writing might be improved She ends each chapter with revision exercises and provides suggested answers in a separate key so that readers can come away with new writing skills after just one sitting To help readers understand the grammatical terms used in the book an appendix offers a refresher course on basic grammar For this second edition Greene has incorporated the latest research on what makes writing effective and engaging and has revised or replaced exercises and exercise keys where needed She has also added new features that make it easier to navigate the book A new resource for instructors who use *Writing Science in Plain English* in their classes is a free online teacher's guide Drawn from Greene's long experience teaching students how to write science clearly the teacher's guide provides additional lectures assignments and activities that will inform and enliven any class

**Medical communication between Plain Language and Einfache Sprache** Giulia Pedrini, 2024-08-16 Expert lay communication in the medical field requires the utmost attention to readers or listeners needs and competences If these are neglected laypeople's comprehension of the message is likely to be negatively affected Text types like package leaflets and informed consents have been the object of countless studies In this volume Giulia Pedrini examines a new document type the layperson summary of clinical trials She conducts her analysis from a contrastive and translational perspective in three languages English German and Italian All texts are instances of interlingual translations of simplified documents written in Plain Language a still widely unexplored niche within the field of translation studies

**Cleaning Plain & Simple** Donna Smallin, 2020-01-30 Learn how to clean smarter not harder and you'll have more time to do the things you love With plain and simple advice on everything from dusting and swabbing to polishing and vacuuming best selling author Donna Smallin shows you how to make the most of your valuable cleaning time Hundreds of quick tips and practical solutions for every imaginable cleaning situation promise you the sparkling healthy environment you want for your family This publication conforms to the EPUB Accessibility specification at WCAG 2.0 Level AA

**Writing for Dollars, Writing to Please** Joseph Kimble, 2023 *Writing for Dollars Writing to Please* 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 It also debunks the ten biggest myths about plain writing and looks back on 50 highlights in plain language history The first edition was described by reviewers as powerful compelling inspiring and astounding This second edition has been updated and expanded throughout Professor Joseph Kimble is a leading international expert on this subject Here is the book that sums up his important work with a message that is vital to every government writer business writer and attorney ISO 9001:2015 in Plain English Craig Cochran,2015-11-16 Just as he did with the bestselling ISO 9001 in Plain English Cochran has written a comprehensive yet easily understandable guide to ISO 9001 2015 ISO 9001 2015 in Plain English was written so that anyone at any level of the organization can get to the heart of the standard s requirements and how they apply to the organization quickly and simply This straightforward book is ideal for people who are new to ISO 9001 2015 experienced ISO coordinators who want to get more out of an established system as they transition to the new standard and for employees who just need a basic understanding of what ISO 9001 2015 is and how it applies to them Cochran explains each of ISO 9001 2015 s sections and clauses using real world examples and frequently asked questions Easy Language - Plain Language - Easy Language Plus Christiane Maaß,2020-09-11 This book shows how accessible communication and especially easy to understand languages should be designed in order to become instruments of inclusion It examines two well established easy to understand varieties Easy Language and Plain Language and shows that they have complementary profiles with respect to four central qualities comprehensibility perceptibility acceptability and stigmatisation 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 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 hazard to acceptability and thus enhance their stigmatisation potential The book also proposes another easy to understand variety Easy Language Plus This variety balances the four qualities and is modelled in the present book *Modern Legal Drafting* Peter Butt,Richard Castle,2006-10-23 In the second edition of this highly regarded text the authors show how and why traditional legal language has developed the peculiar characteristics that make legal documents inaccessible to the end users Incorporating recent research and case law the book provides a critical examination of case law and the rules of interpretation Detailed case studies illustrate how obtuse or outdated words phrases and concepts can be rewritten reworked or removed altogether Particularly useful is the step by step guide to drafting in the modern style using examples from four types of common legal documents leases company constitutions wills and conveyances Readers will gain an appreciation of the historical influences on drafting practice and the use of legal terminology They will learn about the current moves to reform legal language and receive clear instruction on how to make their writing clearer and their legal documents more useful *The Complete Plain Words* Ernest Gowers,1967 **Plain English Handbook: A Complete Guide to Good English** J. Martyn Walsh, Anna Kathleen Walsh,1966 **Oxford Guide**

**to Plain English** Martin Cutts,2009 Plain English is an essential tool for effective communication This handy guide provides authoritative help on how to write clearly and effectively In 25 easy to follow chapters it covers straightforward language sentence length active and passive verbs punctuation grammar writing emails proofreading and good organization

**Accessible Communication: A Cross-country Journey** Elisa Perego,2020-09-11 Easy to Understand E2U text practices enable and facilitate accessible communication E2U refers both to Plain and to Easy Language These two powerful methods of language and content comprehension enhancement are illustrated through several examples in English starting from the seminal role of the Anglophone world in promoting plain and lucid style Originally implemented in written texts today the employment of these simplified language varieties should infiltrate new communication services that are more complex and multifaceted Thanks to the EASIT project the integration of E2U strategies into a selection of audiovisual services is being successfully researched After advancing simplification proposals in the area of subtitling and audio description Elisa Perego reports on the results of a cross country survey conducted during the initial stages of the EASIT project She pinpoints the background activity and training experience of those who currently work in the sector of E2U in Europe and identifies the skills and the competences of as well as a training path and materials for future hybrid professionals

**Statistics in Plain English** Timothy C. Urdan,2005 This book is meant to be a supplement to a more detailed statistics textbook such as that recommended for a statistics course in the social sciences Also as a reference book to refresh your memory about statistical concepts

**The Complete Idiot's Guide to Parliamentary Procedure Fast-Track** Jim Slaughter,2012-10-02 Parliamentary procedure as outlined in that famous reference Robert s Rules of Order as well as several other procedural rulebooks is the system that keeps public meetings moving along while allowing everyone to have their fair input Unfortunately Robert s is a complex and intimidating reference that new and casual meeting leaders and participants can find overwhelming The Complete Idiot s Guide to Parliamentary Procedure Fast Track lets readers bypass the arcane language sort out the complicated system of motions and get to what they really want to do preside over and participate in smoothly run meetings In this slim volume readers get A quick guide to the different sets of parliamentary procedure and which is most appropriate for the organization Advice on setting and managing an agenda The essence of what readers need to know about the most common types of motions Rules for debates and voting Forming and working on effective committees Troubleshooting for meetings gone awry Quick guidance for writing and submitting minutes

**Plain English Handbook** James Martyn Walsh,1982 A handbook of rules for English usage and grammar

**IT Project Proposals** Paul Coombs,2005-07-28 Whether responding to tender from a potential client or pitching a new IT project to the Board a well written proposal can be the difference between success and failure IT Project Proposals Writing to Win can help you to create high quality persuasive proposals that will stand out from the crowd The author explains how to determine the reader s basis of decision and the writer s unique selling points It discusses the structuring of documents the secrets behind

persuasive writing and the basic grammar and punctuation rules that will prevent writers from destroying a good argument through bad presentation Case studies and numerous examples show how the techniques described can be used in real life situations The book also introduces an automated questionnaire allowing any IT proposal to be reviewed and rated Written for IT managers consultants and anyone else producing internal or commercial proposals promoting software products or services Media Writing Craig Batty,Sandra Cain,2016-02-05 Now updated in a second edition this highly accessible and practical guide to media writing brings together a range of different professional contexts enabling students to develop a solid understanding of the practices that will enable them to excel in any media writing field today In chapters spanning print online and broadcast news magazines public relations advertising and screenwriting Batty and Cain outline the key theories concepts and tools for writing in each context exploring their distinctive styles and practices and also identifying their shared ideas and principles Packed with exercises case studies and career guidance this lively resource encourages students to engage with each form and hone transferable skills This insightful text is essential reading for students of journalism creative writing media studies and communication studies

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