A Plain English Oup

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.

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. 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.

The book provides an overview of EU competition law with a focus on the main developments in Italy, Spain, Greece, Poland and Croatia and offers an in-depth analysis of the role of language, translation and multilingualism in its implementation and interpretation. The first part of the book focuses on the main developments in EU competition law in action, which includes legislation, case law and praxis. This part can be divided into two subparts: the private enforcement of EU competition law, and the cooperation among enforcers, i.e. the EU Commission, the national competition authorities and the national courts. Language is of paramount importance in the enforcement of EU competition law, and as such, the second part highlights legal linguistic skills, showcasing the advantages and the challenges of multilingualism, especially in the context of the predominant use of English as the EU drafting and vehicular language. The volume brings together contributions prepared and presented as part of the EU-funded research project "Training Action for Legal Practitioners: Linguistic Skills and Translation in EU Competition Law".

Second edition of this popular Handbook bringing together stimulating discussions of core English linguistics topics in a single, authoritative volume—includes numerous new and thoroughly updated chapters The second edition of the popular Handbook of English Linguistics brings together stimulating discussions of the core topics in English linguistics in a single, authoritative volume. Written by an international team of experts, the chapters cover syntax, methodology, phonetics and phonology, lexis and morphology, variation, stylistics, and discourse, and also provide discussions of theoretical and descriptive research in the field. The revised edition includes new and updated chapters on English

Corpus Linguistics, experimental approaches, complements and adjuncts, English phonology and morphology, lexicography, and more. In-depth yet accessible chapters introduce key areas of English linguistics, discuss relevant research, and suggest future research directions. An important academic contribution to the field, this book: Presents thirty-two in-depth, yet accessible, chapters that discuss new research findings across the field, written by both established and emerging scholars from around the world Builds upon the very successful first edition, published in 2006 Incorporates new trends in English linguistics, including digital research methods and theoretical advances in all subfields Suggests future research directions The Handbook of English Linguistics, 2nd Edition is an essential reference work for researchers and students working in the field of English language and linguistics.

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.

This book is a must-have for anyone producing bids and proposals ranging from short covering letters through to tenders for major corporate or government procurement. Its contents and practical advice will prove hugely beneficial for sales, marketing, project and technical staff and for business students at all levels.

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.

Why literally shouldn't be taken literally. Why Americans think home in on something is a mistake and Brits think hone in is.

Is it OK to spell OK okay? What's wrong with hence why? Was Alanis Morrisette 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 tackls 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.

In the most reliable and readable guide to effective writing for the Americans of today, Wilson answers questions of meaning, grammar, pronunciation, punctuation, and spelling in thousands of clear, concise entries. His guide is unique in presenting a systematic, comprehensive view of language as

determined by context. Wilson provides a simple chart of contexts—from oratorical speech to intimate, from formal writing to informal—and explains in which contexts a particular usage is appropriate, and in which it is not. The Columbia Guide to Standard American English provides the answers to questions about American English the way no other guide can with: * an A–Z format for quick reference; * over five thousand entries, more than any other usage book; * sensible and useful advice based on the most current linguistic research; * a convenient chart of levels of speech and writing geared to context; * both descriptive and prescriptive entries for guidance; * guidelines for nonsexist usage; * individual entries for all language terms. A vibrant description of how our language is being spoken and written at the end of the twentieth century—and how we ourselves can use it most effectively—The Columbia Guide to Standard American English is the ideal handbook to language etiquette: friendly, sensible, and reliable. Opinion Writing and Case Preparation equips trainee barristers with the tools and techniques they need to identify, analyse, and present convincing legal arguments, and gives a thorough grounding in the skill of writing opinions. With its systematic approach to legal research and fact management, the manual provides trainee barristers with an efficient and reliable method for preparing a client's case. The fundamental qualities of effective writing are also

clearly identified and explained, helping you develop this essential skill. Particular care is taken to guide you through the appropriate ways of writing opinions in a variety of contexts.

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.

"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.

The history of Oxford University Press spans five centuries of printing and publishing. This third volume begins with the establishment of the New York office in 1896. It traces the expansion of OUP in America, Australia, Asia, and Africa, and far-reaching changes in the business and technology of publishing up to 1970.

Effective Writing Skills for Public Relations is a valuable reference source on the basis of style and presentation with helpful hints on making the best use of written communication.

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, thisbook 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 aroundthe 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 BryanGarner'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 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 consistentstandard 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 referenceinformation to anyone hoping to improve as a writer - worldwide.

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

The recent introduction of the Consumer Protection Act revolutionised consumer rights in South Africa. It also fundamentally altered the way in which businesses are required to treat their clients, imposing a new set of obligations - or at least a formalised set of responsibilities - that had been easily circumnavigated or simply ignored before. Marketing campaigns, returns policies, terms and conditions, quality issues, and a host of business practices had to be reviewed and reappraised. Some businesses have done this, while

many blithely continue as if nothing has changed, little appreciating the risks of non-compliance and - perhaps more importantly - failing to appreciate that treating consumers fairly is simply a sound business practice. This new work provides a comprehensive overview of consumer law - not just the Act - in a way that follows the typical structure of consumer transactions. It serves to guide, educate and enlighten the professional, the business person and the consumer alike. No business or professional adviser should be without it. Written by a leading specialist in the field, it is simple, clear, comprehensive, authoritative and accessible. Encourages readers to use language that the intended audience will understand. It provides practical advice on plain speaking and writing techniques and explanations of common NHS jargon, with alternatives. 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. DIVIn this engaging book David Rosen offers a radically new account of Modern poetry and revises our

understanding of its relation to Romanticism. British poets from Wordsworth to Auden attempted to present themselves simultaneously as persons of power and as moral voices in their communities. The modern lyric derives its characteristic complexities—psychological, ethical, formal—from the extraordinary difficulty of this effort. The low register of our language—a register of short, concrete, native words arranged in simple syntax—is deeply implicated in this story. Rosen shows how the peculiar reputation of "plain English" for truthfulness is employed by Modern poets to conceal the rift between their (probably irreconcilable) ambitions for themselves. With a deep appreciation for poetic accomplishment and a wonderful iconoclasm, Rosen sheds new light on the innovative as well as the self-deceptive aspects of Modern poetry. This book alters our understanding of the history of poetry in the English language./div

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, 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. 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.
Leading researchers shed new light on the history of the

standardisation of English.

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.

Traces the history of the Oxford English Dictionary from its earliest inception through its long path to completion, describes the process of creating a dictionary, and includes anecdotes about its creators and their work.

Written by an international team of leading scholars, this engaging textbook on the study of English historical linguistics is uniquely organized in terms of theoretical approaches and perspectives. Each chapter features textboxes, case studies, suggestions for further reading and exercises, enabling students to understand the strengths and weaknesses of each approach and guiding them on undertaking further research. The case studies and exercises guide students in approaching and manipulating empirical data, providing them with hands-on experience of conducting linguistic research. An extensive variety of approaches, from traditional to contemporary, is treated, including generative approaches, historical sociolinguistic and pragmatic approaches, psycholinguistic perspectives, grammaticalization theory, and discourse-based approaches, as well as perspectives on standardization and language variation. Each chapter applies the concepts discussed to data from the history of English, and a glossary of key terms enables easy navigation and quick cross-referencing. An essential resource for advanced undergraduate and graduate students of the history of English linguistics.

Oxford Guide to Plain EnglishOxford University Press, USA 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.

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 by read from beginning to end, or simply dipped into for selected sections. "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"-- 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.
Lawyers' Skills takes into account the 'Written Standards'
published by the Law Society. It addresses all the skills that
are integral to the modern solicitor's practice. The text
introduces students to the theory underpinning these skills
and is supported by reflective exercises and examplesfrom
practice. Importantly, the methodology employed allows
students to continue their learning beyond the Legal Practice
Course. Each chapter contains a clear statement of learning
outcomes and the text is interspersed with questions and
exercises designed to encourage and facilitate
learning.Chapter summaries, tables, flowcharts, and practical
examples are also used extensively throughout. The text
places skills in the context of the general ethical and client
care principles which govern modern legal practice. This
guide is essential reading for all students and a useful
referencecourse for practitioners. Online Resource Centre
The book is supplemented by an Online Resource Centre
featuring a test bank of multiple choice questions which can
be used by lecturers to assess their students' understanding
of each topic.
This book is intended for general readers with an
interest in writing for business purposes.
Everyday we write countless memos, letters, and
reports without a second thought. Likewise, we give
presentations, both formal and informal. Often this
writing and speaking gets criticized for being jargon-
ridden, obscure, or long-winded--in short, for not
being in "plain English." But what is plain English,
and how do we go about writing and speaking it? In
Plain English at Work, Edward Bailey gives the

answer, with down-to-earth tips and practical advice. Bailey, an expert in business communication, gives us a simple model for writing: · Style: write more the way you talk. · Organization: make your point easy to find. · Layout: use headings, lists, and other white space so readers can see the structure of your writing. Psycholinguists, Bailey points out, have proven that the techniques of plain English writing are far easier on your readers; experience has proven that writing in plain English is easier on you--the writer, too. Bailey also gives you a wealth of practical advice for presentations including: · How to remember your talk. · How to design visual aids. · How to design computer presentations. · How to set up the room you'll be speaking in. · How to develop a successful delivery style. Perhaps most impressive are the many detailed tips he gives here. For instance, when using a pointer, hold it in the hand closer to the screen (otherwise, you turn your back on the audience, making it harder to hear you). When designing a visual aid, use at least 28-point type, and seldom use all capital letters (which are harder to read). And when presenting a bar chart during a computer presentation, build it--a bar at a time--to focus your audience's attention. Drawing on two earlier and popular books, The Plain English Approach to Business Writing and A Practical Guide for Business Speaking, this new volume has been significantly updated. It includes up-to-the-minute

information on using computers, computer graphics, and typography for your writing, and on using the same technology for designing your presentations. The result is an authoritative and comprehensive single volume that will be the essential guide for everyone wishing to communicate more easily and effectively at work.

A comprehensive guide to legal style and usage, with practical advice on how to write clear, jargon-free legal prose. Includes style tips as well as definitions.

Filled with real examples of the way people use English in different contexts, The Routledge Dictionary of English Language Studies is an indispensable guide to the richness and variety of the English language for both students and the general reader. From abbreviation to zero-article, via fricative and slang, the Dictionary contains over 600 wide ranging and informative entries covering: the core areas of language description and analysis: phonetics and phonology, grammar, lexis, semantics, pragmatics and discourse sociolinguistics, including entries on social and regional variation, stylistic variation, and language and gender the history of the English language from Old English to the present-day the main varieties of English spoken around the world, covering the British isles, the Caribbean, North America, Africa, Asia, and Australasia stylistics, literary language and

English usage.

Published in conjunction with The City Law School, the Bar Manuals are written specifically for students on the Bar Professional Training Course by expert teams of practising barristers and current or former tutors. Each manual provides a practical guide to the law, practice, and procedure of the individual subject, and offers clear explanations of the relevant substantive and procedural law. Where appropriate, the manuals contain worked examples, sample documentation, and exercises Opinion Writing and Case Preparation equips trainee barristers with the tools and techniques they need to identify, analyse, and present convincing legal arguments, and gives a thorough grounding in the skill of writing opinions With its systematic approach to legal research and fact management, the manual provides trainee barristers with an efficient and reliable method for preparing a client's case. The fundamental qualities of effective writing are also clearly identified and explained, helping you develop this essential skill. Particular care is taken to guide you through the appropriate ways of writing opinions in a variety of contexts

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, 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.

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