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Oxford Guide to Plain English

Oxford Guide to Plain English By Cutts, Martin Oxford University Press, United Kingdom, 2007 Softcover Condition: New 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

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OXFORD English Grammar OXFORD

Oxford English Grammar: the advanced guide may be used in conjunction with any English language course This practical guide is intended for reference, self-study and consolidation practice How users will benefit from this guide • Key language concepts are explained in a logical order, which ensures

Communicate Clearly - 26TEN

The guide brings together a set of plain English tips The main section covers how to write and present information clearly Towards the end is an index, a handy summary, examples of clearer words and phrases to use, checklists to help review documents and forms, and a list of extra resources

English Style Guide - European Commission

on how to improve writing style is given in The Plain English Guide by Martin Cutts (Oxford University Press, 1999) and Style: Toward Clarity and Grace by Joseph M Williams (University of Chicago Press, 1995), and the European Commission's own How to write clearly, all of which encourage the use of good plain English See also

Plain Language Commission style guide

• Cutts, M 'Oxford Guide to Plain English' Oxford University Press 2020 • Fowler HW and Burchfield RW 'The New Fowler's Modern English Usage' Oxford University Press, 1996 • Jarvie G 'Bloomsbury Grammar Guide: Grammar Made Easy' Bloomsbury, 2007 • Manser MH (ed) 'Good Word Guide' Bloomsbury, 2011

Federal Plain Language Guidelines

Federal Plain Language Guidelines, March 2011, Rev 1, May 2011 i Introduction The Plain Language Action and Information Network (PLAIN) is a community of federal employees dedicated to the idea that citizens deserve clear communications from government We first developed this document in the mid-90s We continue to

Tips on Writing Plain English

Plain Language Commission The Castle 29 Stoneheads Whaley Bridge High Peak sk23 7bb , UK T+44 (0) 1663 733177 Email@clearestcouk Wwwwclearestcouk 15 Tips on Writing Plain English •Find out more from the 'Oxford Guide to Plain English' by Martin Cutts, price £799

A Handbook for Writers In the U.S. Federal Government

found in The Government Printing Office Style Guide, agency-specific style guides, the Chicago Manual of Style, and countless textbooks of English. The organization of ideas, tone, word choice, point of view, format, and overall ease of reading – those are the issues here. Plain Language approaches each of these issues in a unique and fairly

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