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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 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 Plain English** Martin Cutts, 2013-08-15 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 cliché 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

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The Oxford Guide to the English Language E. S. C. Weiner, Joyce Hawkins, 1984 Pbk reprint originally published Oxford England Oxford University press 1984 *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 You must not split your infinitives *The Oxford guide to the English language* ,1986 **The Oxford Guide to Arthurian Literature and Legend** Alan Lupack,2007-04-26 The Oxford Guide to Arthurian Literature and Legend offers a comprehensive survey of the Arthurian legends in all their manifestations from the earliest medieval texts to their appearances in contemporary culture Essential reading for Arthurian scholars medievalists and for those interested in myth and legend General Reference Books for Adults Marion Sader,1988 **The Writer's Guide to Good Style** Katherine Lapworth,2019-01-23 LEARN HOW TO LIFT YOUR CREATIVE WRITING BY EMPLOYING A GOOD WRITING STYLE Do you want to write more effectively correctly and in a manner which is appropriate for this brave new world of text speak and blogging Whether you are a professional writer or writing for your profession a journalist non fiction writer or simply a would be blogger you will find essential guidance and the latest style rules in this book It contains firstly a detailed breakdown of both the rules of grammar punctuation and spelling and secondly a guide to making your work readable structured and well paced Unlike any other style guide it also sets out the new and evolving rules for 21st century writing such as blogging chatrooms and even PowerPoint presentations ABOUT THE SERIES The Teach Yourself Creative Writing series helps aspiring authors tell their story Covering a range of genres from science fiction and romantic novels to illustrated children s books and comedy this series is packed with advice exercises and tips for unlocking creativity and improving your writing And because we know how daunting the blank page can be we set up the Just Write online community at tyjustwrite for budding authors and successful writers to connect and share *Reference and Information Services* Kay Ann Cassell,Uma Hiremath,2023-01-17 From the ongoing flood of misinformation to the swift changes occasioned by the pandemic a myriad of factors is spurring our profession to rethink reference services Luckily this classic text is back in a newly overhauled edition that thoughtfully addresses the evolving reference landscape Designed to complement every introductory library reference course Cassell and Hiremath s book also serves as the perfect resource to guide current practitioners in their day to day work It teaches failsafe methods for identifying important materials by matching specific types of questions to the best available sources regardless of format Guided by a national advisory board of educators and experts this thoroughly updated text presents chapters covering fundamental concepts major reference sources and special topics while also offering fresh insights on timely issues including a basic template for the skills required and expectations demanded of the reference librarian the pandemic s effect on reference services and how the ingenuity employed by libraries in providing remote and virtual reference is here to stay a new chapter dedicated to health information with a special focus on health equity and information sources selecting and evaluating reference materials with strategies for keeping up to date a heightened emphasis on techniques for evaluating

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The British National Bibliography Arthur James Wells, 2009

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