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Plain English
Guide Martin
Cutts
**Plain
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Guide
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Cutts**

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then launched,
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one of the most
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During
NaNoWriMo?? |
NaNoWriMo
Writing Vlog**

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Home **Bookends**

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Guide Martin

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Martin Cutts is
a writer,
editor, and
teacher. He

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founded the Plain English Campaign in 1979, and in 1994 he co-founded the Plain Language Commission. He is a leading voice in the international plain language movement.

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The Plain
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offers down-to-
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twenty easy-to-
follow

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Plain English
guidelines
covering plain
words, sentence
length, active
and passive
verbs,
punctuation,
planning, and
good
organization of
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Cutts has
probably taught
more writers

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about plain
English than
anyone else.

This book
distills his
knowledge and
experience, and
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The Plain
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Author Martin

Information.

Martin Cutts is a writer, editor, and teacher. He co-founded the Plain English Campaign in 1979, and in 1994 he founded Plain Language Commission. He gives writing-

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was published in
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Press. ISBN:
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Book review:

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Martin Cutts ...

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Cutts. 4.16 ·

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Governments and
companies around
the world have
been encouraged

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to implement
plain English in
order to
communicate
information in a
clearer, more
understandable
way. This text
is a guide that
explains how to
write and
communicate
information
clearly.

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Martin Cutts

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Oxford Guide to

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(Oxford

Paperback

Reference . . .

Martin Cutts is
the author of
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Plain English

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rating, 147

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The Plain

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English Guide
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The company is
managed by
Martin Cutts,
author of Lucid
Law, the Plain
English Lexicon
and the Oxford
Guide to Plain

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English. Most of our courses are presented by Ruth Thornton, one of the best writing-skills trainers in the UK and the author of the Adult Learners' Writing Guide (Chambers).

Plain Language

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...

Oxford Guide to
Plain English.
Martin Cutts.
Oxford
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202 pages. 0
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English is an essential tool for effective communication. Information transmitted in letters, documents, reports, contracts, and forms is clearer and more understandable when presented

Access Free
Plain English
in Guide Martin
straightforward
terms.

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Martin Cutts -
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More than ever
there's a need
for writers and
editors to
understand how
best to apply

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plain English
concepts. In
this new edition
of the Oxford
Guide to Plain
English Martin
Cutts sets out
an excellent
approach to
doing just that.
It is an
essential
reference book
for anyone

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interested in
plain English.

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government
departments, and
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movement.

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founded Plain
Language

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Commission. He gives writing-skills courses in companies, government departments, and law firms. He is a leading voice in the international plain-language movement.

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Oxford Guide to
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(Oxford ...

Martin Cutts
conceived and co-
founded the
Plain English
Campaign in
1979. In 1989,
he formed Words
at Work, a firm
which last year
ran 140 courses
in writing

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skills for
government and
business.

Currently he
runs the Plain
Language
Commission which
conducts
research in the
field,
particularly
plain law.

The Plain

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English Guide By
Martin Cutts |
Used . . .

Martin Cutts, co-founder of the Plain English Campaign, published this book as “The Plain English Guide” in 1996. By the time I first bought it, it was in its

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third edition.

Since then, it's doubled in size but not in price. Its guidelines have been re-organised into 30 chapters, starting with the key techniques.

Win the Oxford

Page 44/92

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Guide to Plain
English -
ClarifyNow

Plain English
Guide, The: How
to Write Clearly
and Communicate
Better by Cutts,
Martin and a
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of related
books, art and
collectibles
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and save Sell

"Explains how to
plan, organize,
and structure

Page 48/92

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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

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Cliches, 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" - -

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Plain English is an essential tool for effective communication. Information transmitted in letters, documents, reports, contracts, and forms is clearer and more understandable

Access Free
Plain English
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

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straightforward
language,
sentence length,
active and
passive verbs,
punctuation,
grammar,
planning, and
good
organization.

This handy guide
will be
invaluable to
writers of all

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Plain English
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

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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

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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

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English is the
best guide to
writing clear
and helpful
documents.

Plain English is
the art of
writing clearly,
concisely, and
in a way that
precisely
communicates
your message to

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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

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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,

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this is
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and engaging
way. Completely
revised and
updated, this
essential
reference work
is now even more

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gives the book a
fresh feel.

Over the last
two decades,
governments and
companies around
the world have
been encouraged
to implement
plain English in
order to
communicate
essential

**Access Free
Plain English**
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

Access Free Plain English

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

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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,

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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'.

Access Free Plain English Guide Martin

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

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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

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Guide Martin

Plain English is a valuable resource for governments, businesses, service providers, and professionals in any field to improve their communication. From organizational guidelines,

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Plain English
Literacy
awareness, and
reader
expectations, to
effective
speaking
strategies for
presentations,
Plain Language
in Plain
English, is a
comprehensive
tool to have in
your

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â€œcommunication
toolbox.â€

This book offers
candid advice
and 20 easy-to-
follow
guidelines
covering plain
words, sentence
length, active
and passive
verbs,
punctuation,

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planning, and
good
organization of
point. It is an
essential guide
for anyone who
needs to produce
written work.

This book seeks
to change public
and legal
writing—by
making the

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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

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Serves Martin

satisfies

readers in every
possible way.

The book also
debunks the ten
biggest myths
about plain
writing. And it
looks back on 40
highlights in
plain-language
history.

Professor Joseph

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Kimble is a leading international expert on this subject. Here is the book that sums up his important work. His message is vital to every government writer, business writer, and attorney.

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Guide Martin

Cutts

Far and near.
Lost and found.
Four girls. Four
generations.
Georgia cannot
figure out
what's going on
in her family.
Her mother,
Francie, is
extremely
overprotective.
Her grandmother,

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Dana, and her great-grandmother, Abby, don't speak to each other. And Georgia's great-great-grandmother also had some secrets that nobody else knows about. Georgia knows this because she's found her

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great-great
grandmother's
diary hidden in
a wall in the
family's house
in Maine.

Reading the
diary makes her
think of her own
struggles - and
draws her even
closer to the
mysteries of her
family as Abby's

Access Free Plain English

hundredth

birthday

approaches. HOME

IS THE PLACE is

the heartfelt,

remarkable

conclusion to

Ann M. Martin's

Family Tree

series, which

has followed

Abby, Dana,

Francie, and now

Georgia from

Access Free
Plain English
girlhood to
womanhood,
showing readers
the
intertwining,
extraordinary
ways we grow up.

Good spelling is
fundamental to
making the right
impression with
any type of
writing;

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reports, Martin
Cults
homework, CVs,
and letters all
require correct
spelling in
order to get the
message across
in clear and
straightforward
English.

Adaptable or
adaptible?

Definite or
definate?

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Delirious or
delireous? What
is the
difference
between assent
and ascent, dual
and duel, or
forbear and
forebear? How do
you make the
plural of halo?
Is it halos or
haloes? Actually
it's both, but

Access Free Plain English

not so for

potato,

the plural of

which is

potatoes.

Knowing the

difference

between easily

confusable

words, making

plurals, and

adding endings

are just some of

the aspects of

Access Free Plain English

spelling that
confront us with
endless
pitfalls. This
easy-to-use A-Z
guide does what
no spellchecker
can do: it gives
immediate access
not only to
individual word
spellings but
also to general
rules that will

Access Free Plain English

help you develop
good spelling.

The book covers
the topics in
simple and
helpful terms
and also offers
advice on how to
use apostrophes
and hyphens, and
the differences
between British
and American
spelling. The

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Core of the book
is a list of
over 2,000 words
laid out for
quick and easy
reference. Based
on evidence of
misspelling
gathered from
real situations,
this guide is
the most useful
and
comprehensive

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help on spelling
available. This
new edition
makes the
benefits of the
material more
explicit to the
general reader:
better
organization of
the
supplementary
features,
simplified and

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more transparent design,
additional and updated content,
and more clearly written rules.
One of a mini-series of titles
on spelling, grammar and
punctuation, and usage.

Including

Page 88/92

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examples of real usage, this handy volume provides clear information about grammar and punctuation that we need on a day-to-day basis in over 300 entries. Revised and updated, The Oxford A-Z of

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Grammar and
Punctuation
offers

accessible and
coherent
explanations
across a broad
range of topics,
and is the first
port of call for
any reader
seeking clear,
authoritative
help with

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grammar and
punctuation.

Both easy to use
and comprehensive
, it is an
essential tool
for writing at
home, in the
office, at
school, and at
college.

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