

Church History In Plain Language

Plain Language Plain Language in Plain English Records of the Three Kingdoms in Plain Language Drafting Legal Documents in Plain English The Government Manager's Guide to Plain Language Plain Language and Ethical Action Oxford Guide to Plain English Plain Language in Government Writing Legal Writing in Plain English Modern Legal Drafting Math In Plain English Planning in Plain English Plain English for Doctors and Other Medical Scientists Easy Language □ Plain Language □ Easy Language Plus Plain Language Medical communication between Plain Language and Einfache Sprache Emerging Fields in Easy Language and Accessible Communication Research Subcommittee Hearing on Plain Language in Paperwork Multilevel Modeling in Plain Language Integrating Plain English into Writing Activities in the PhD Language Programme Erwin Ray Steinberg Cheryl Stephens Anonymous Barbara J. Steadman Judith G. Myers PhD Russell Willerton Martin Cutts Judith Gillespie Myers Bryan A. Garner Peter Butt Amy Benjamin Natalie Macris Oscar Linares Christiane Maa □ Stefano Rastelli Giulia Pedrini Silvana Deilen United States. Congress. House. Committee on Small Business. Subcommittee on Contracting and Technology Karen Robson Monika □leszy□ska

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between Plain Language and Einfache Sprache Emerging Fields in Easy Language and Accessible Communication
 Research Subcommittee Hearing on Plain Language in Paperwork Multilevel Modeling in Plain Language
 Integrating Plain English into Writing Activities in the PhD Language Programme *Erwin Ray Steinberg Cheryl
 Stephens Anonymous Barbara J. Steadman Judith G. Myers PhD Russell Willerton Martin Cutts Judith Gillespie
 Myers Bryan A. Garner Peter Butt Amy Benjamin Natalie Macris Oscar Linares Christiane Maa Stefano Rastelli
 Giulia Pedrini Silvana Deilen United States. Congress. House. Committee on Small Business. Subcommittee on
 Contracting and Technology Karen Robson Monika Leszyńska*

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 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 language in plain english is a valuable resource for governments
 businesses service providers and professionals in any field to improve their communication from organizational
 guidelines literacy awareness and reader expectations to effective speaking strategies for presentations plain
 language in plain english is a comprehensive tool to have in your communication toolbox

the saga of the three kingdoms which recounts the dramatic story of the civil wars ca 180 220 ce that divided
 the old han empire into the shu wei and wu states remains as popular as ever in china having served as the
 basis of not only traditional operas and ballads but also in more recent years of movies television dramas and
 video games translated into english for the first time here the sanguozhi pinghua thirteenth century ce provides a
 complete and fast paced narrative account of the events of the period from the beginning of the civil wars to the
 demise of the three kingdoms and the short lived reunification of the realm by the jin dynasty shorter clearer and

more accessible to western audiences than Luo Guanzhong's later greatly expanded romance *Sanguo Yanyi* and beautifully rendered in this edition by two modern day masters of the art of Chinese literary translation the records of the Three Kingdoms in Plain Language provides an ideal introduction to one of the foundational Chinese epic traditions tables of major Chinese dynasties and reigns a guide to understanding formal Chinese naming conventions a glossary of Chinese names and terms and reproductions of some woodcuts from the original edition of the text are included

the ability to write well correlates highly with the ability to think well to analyze information weigh alternatives and make decisions government managers must make instructions and policies clear to employees give effective presentations and communicate effectively with the public in addition government managers must model clear effective writing for their staffs a comprehensive chapter on using social media effectively and appropriately is included

Plain Language and Ethical Action examines and evaluates principles and practices of plain language that technical content producers can apply to meet their audiences needs in an ethical way applying the Buroc framework bureaucratic unfamiliar rights oriented and critical to identify situations in which audiences will benefit from plain language this work offers in depth profiles show how six organizations produce effective plain language content the profiles show plain language projects done by organizations ranging from grassroots volunteers on a shoe string budget to small nonprofits to consultants completing significant federal contracts end of chapter questions and exercises provide tools for students and practitioners to reflect on and apply insights from the book reflecting global commitments to plain language this volume includes a case study of a European group based in Sweden along with results from interviews with plain language experts around the world including Canada England South

africa portugal australia and new zealand this work is intended for use in courses in information design technical and professional communication health communication and other areas producing plain language communication it is also a crucial resource for practitioners developing plain language technical content and content strategists in a variety of fields including health literacy technical communication and information design

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 clichéd 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

a plain english guide to government writing whether you re in the public or private sector good writing skills are critical to your success in the workplace plain language in government writing a step by step guide shows you how to apply federal plain language guidelines to every type of writing □□ from emails memos and letters to agency communications technical procedures and budget justification statements through numerous exercises as well as examples from a variety of federal and state agencies this practical guide walks you step by step through every phase of the writing process providing tips for improved clarity conciseness and completeness this valuable reference will help you write for diverse audiences in reader friendly plain language overcome writer s block gain confidence in your ability to write □□ and get results make your writing visually appealing prepare for briefings

and presentations recognize successful writing and identify what makes it effective a plain english guide to government writing will enable you to express yourself more clearly and concisely produce documents more efficiently and work more effectively with others throughout the writing process

this easy to follow guide is useful both as a general course of instruction and as a targeted aid in solving particular legal writing problems harvard law review clear concise down to earth and powerful all too often legal writing embodies none of these qualities its reputation for obscurity and needless legalese is widespread for more than twenty years bryan a garner s legal writing in plain english has helped address this problem by providing lawyers judges paralegals law students and legal scholars with sound advice and practical tools for improving their written work the leading guide to clear writing in the field this indispensable volume encourages legal writers to challenge conventions and offers valuable insights into the writing process that will appeal to other professionals how to organize ideas create and refine prose and improve editing skills accessible and witty legal writing in plain english draws on real life writing samples that garner has gathered through decades of teaching trenchant advice covers all types of legal materials from analytical and persuasive writing to legal drafting and the book s principles are reinforced by sets of basic intermediate and advanced exercises in each section in this new edition garner preserves the successful structure of the original while adjusting the content to make it even more classroom friendly he includes case examples from the past decade and addresses the widespread use of legal documents in electronic formats his book remains the standard guide for producing the jargon free language that clients demand and courts reward those who are willing to approach the book systematically and to complete the exercises will see dramatic improvements in their writing law library journal

this clearly structured and well referenced book shows how and why traditional legal language has developed

some of the peculiar characteristics that sometimes make legal documents inaccessible to the end users it examines recent reforms in the uk australia new zealand and north america and provides a critical examination of case law and the rules of interpretation practical elements are also covered detailed case studies illustrate how obtuse words and phrases can be reworked or removed particularly useful is the step by step guide to drafting in the modern style using examples drawn from four types of legal documents leases company constitutions wills and conveyances readers of this book will receive clear instructions on how to make their writing clearer and their legal documents more useful to clients and colleagues this book will benefit all law students and professionals

do word problems and math vocabulary confuse students in your mathematics classes do simple keywords like value and portion seem to mislead them many words that students already know can have a different meaning in mathematics to grasp that difference students need to connect english literacy skills to math successful students speak read write and listen to each other so they can understand retain and apply mathematics concepts this book explains how to use 10 classroom ready literacy strategies in concert with your mathematics instruction you ll learn how to develop students who are able to explain to themselves and communicate to others what problems mean and how to attack them embedding these strategies in your instruction will help your students gain the literacy skills required to achieve the eight common core state standards for mathematics you ll discover the best answer to their question when am i ever going to use this the 10 strategies 1 teaching mathematical words explicitly 2 teaching academic words implicitly 3 reinforcing reading comprehension skills that apply to mathematics 4 teaching mathematics with metaphor and gesture 5 unlocking the meaning of word problems 6 teaching note taking skills for mathematics 7 using language based formative assessment in mathematics 8 connecting memorization to meaning in mathematics 9 incorporating writing to learn activities in mathematics 10

preparing students for algebraic thinking

in this volume the author draws from more than a decade of editing experience to explain how to craft clear understandable and highly readable planning documents the author suggests ways to overcome planners most common writing foibles acronymns jargon and overuse of the passive voice and the author provides handy lists to transform mushy nouns into powerful verbs pare down bloated sentences and translate bureaucratese into everyday language the author even includes practice exercises designed to help you recognize and overcome bad writing habits but even the best writing skills won t help if your document is organized poorly and aimed at the wrong audience the author also explains why it s essential to know who your readers are before you start writing and how to organize your work so that it will be easy to understand and use

plain english for doctors shows how to write about medical science in a clear and vivid way it can help a medical writer at any level from beginner to veteran since it gives specific practical advice writing in plain english can help your writing reach a wider audience including people in other specialties levels of training other fields and other countries around the world what makes medical writing hard to read is it complex science or complex grammar this book shows how to keep good science but avoid complex grammar it describes the symptoms of medicus incomprehensibilis those over used writing habits that tend to make medical writing hard to read it shows how to treat each symptom using a proven plain english writing tip each tip is easy to apply and comes with exercises the exercises are based on excerpts from articles published in leading medical journals model revisions vastly improve reading ease and grade level the book looks at medical writing from three angles concept 1 take charge of your reading ease score shows how to manage reading ease concept 2 write vividly shows how to write more vividly by focusing on real world objects and actions concept 3 present logical

reasoning clearly gives tips on how to choose a clear narrative pathway and forge a strong chain of logical reasoning this book is a must for anyone who writes about medical science the ability to express complex ideas in simple language is not a remedial skill rather it can only be seen as a sign of mastery

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

plain language a psycholinguistic approach employs principles from the field of psycholinguistics to explore factors that make a sentence or text easy or difficult to process by the cognitive mechanisms that support language processing and describes how levels of difficulty might function within bureaucratic power structures drawing from experimental data on readability the author employs a metaphor of three ghost readers in the mind that exist and interact with each other the syntactic reader the one searching for the structure the statistical reader the one driven by previous experiences and finally the pragmatic reader the one searching for meaning the penultimate chapter concerns a novel psycholinguistic experiment showing that complexly written texts may prevent adult citizens with average literacy skills from accessing important information related to their health work

and right to representation thereby drawing a line between the psycholinguistics of language comprehension and the maintenance of existing power structures written in plain language itself this book is designed to be easily understandable from an undergraduate level and makes for fascinating reading for all students and researchers in linguistics and psycholinguistics as well as supplementary reading for students of sociolinguistics and related modules students researchers and interested general readers will develop an understanding that knowing how the mind reads and understands language can help stakeholders to ensure equal access to information and democratic processes

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

this volume presents current research and practices in the field of easy language and accessible communication the publication of this volume was inspired by two international events namely the international easy language day conference ield and the panel the social role of language translation into easy and plain languages at the iatis conference by bringing together findings from different corpus driven cognitive and automation approaches in accessible communication research and providing insights into current projects of the emerging field of accessible health communication the volume captures the dynamic and rapidly evolving nature of the field

have you been told you need to do multilevel modeling but you can't get past the forest of equations do you need the techniques explained with words and practical examples so they make sense help is here this book unpacks these statistical techniques in easy to understand language with fully annotated examples using the statistical software stata the techniques are explained without reliance on equations and algebra so that new users will understand when to use these approaches and how they are really just special applications of ordinary regression using real life data the authors show you how to model random intercept models and random coefficient models for cross sectional data in a way that makes sense and can be retained and repeated this book is the perfect answer for anyone who needs a clear accessible introduction to multilevel modeling

this book explores the intersection of writing theory language simplification and academic communication with a specific focus on integrating plain english into doctoral education through five comprehensive chapters the book discusses essential topics such as the principles of effective writing the role of clarity and readability in academic texts and the significance of plain english for enhancing scientific writing skills chapter 1 offers an overview of writing theory emphasizing key concepts that impact the clarity and readability of written texts chapter 2 examines the importance of language simplification particularly in scientific publishing while chapter 3 highlights writing challenges in target language classrooms with a focus on writing development in chapter 4 the book provides the context for a groundbreaking empirical study justifying the use of plain english in phd language programmes chapter 5 presents detailed data analysis key findings and implications for future research demonstrating how the teaching of plain english enhances doctoral students writing skills empowers them as publishable authors and improves the overall quality of their scientific work given the limited research on this topic in polish educational settings this book is of interest to scholars and english language teachers in doctoral programmes

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