

Laboratory Tests Made Easy A Plain English Approach

The Plain English Approach to Business Writing Business Communication Integrating Plain English into Writing Activities in the PhD Language Programme Modern Legal Drafting Understanding Plain English How to Do Things With Rules The New Lawyer, 3rd Edition The Cultural Pragmatics of Danger The Regulation of Corporate Disclosure Plain English and the Law A Plain Language Handbook for Legal Writers Modern Language Notes Plain Words. Fourth Series. On Prayer, Etc Dictionary of Quotations from Ancient and Modern, English and Foreign Sources Plain English at Work English Journal The Educational Monthly of Canada Going Public Handbook Treatise on the Law of Securities Regulation Securities Law Handbook Edward P. Bailey Peter Hartley Monika Śleszyńska Peter Butt Alan Dean William Twining Nickolas James Carsten Levisen James Robert Brown Christine Mowat William Walsham How Edward P. Bailey Jr. Harold S. Bloomenthal Thomas Lee Hazen Harold S. Bloomenthal

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written for busy professionals who want to improve the quality and clarity of their own or their staff's writing style this is a no nonsense guide from the basics to the fine tuning on how to write as you would talk in plain english clearly precisely with organization and layout

topics covered include interpersonal communication group communication written presentation oral presentation and the use of electronic media

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

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

demystifies legal method by combining a wide variety of concrete examples with a general account of rules in general cover

the new lawyer 3rd edition has been updated to ensure that first year law students do not feel overwhelmed by the transition to law school this book addresses the law threshold learning outcomes tlos and outlines what students should know understand and be able to do at the conclusion of their first year of study

this book addresses the problems and challenges of studying the discourse of danger cross linguistically and cross culturally and proposes the cultural pragmatics of danger as a new field of inquiry detailed case studies of several linguacultures include arabic chinese danish english german japanese and spanish focusing on global and local contexts surrounding living in dangerous times this book showcases how the new model of cultural pragmatics can be used to illuminate cultural meanings in discourse unlike the universalist approaches to pragmatics cultural pragmatics focuses on understanding the linguacultural logics of discourse and in the case of danger the multiple cultural logics around which the themes and domains of danger revolve the approach makes use of natural semantic metalanguage nsm as its principal analytical tool and concepts such as cultural keywords and cultural scripts figure prominently as bearers of culture specific meanings the book will be of interest to students of

pragmatics and discourse studies researchers in cultural and cognitive semantics anthropological linguistics global humanities political rhetoric and environmental studies as well as linguists working in applied areas such as risk and disaster studies crisis and emergency communication

the regulation of corporate disclosure third edition is a complete and up to date handbook on the issue of corporate disclosure covering the impact of the federal securities laws on both informal communications and the process of communicating with shareholders the third edition expands topics previously covered addressing the legal issues and practical concerns surrounding implementation of the private securities litigation reform act of 1995 the sarbanes oxley act of 2002 and the dodd frank wall street reform and consumer protection act of 2010 the book also has an in depth treatment of management and a discussion and analysis of something that although appearing in required sec filings involves many of the same difficult and complex issues raised by the informal disclosure process also addressed are sec reforms of the periodic reporting process issues pertaining to stock research analysts and conflicts of interest and various relevant corporate governance requirements and their disclosure implications critical areas analyzed include disclosure requirements and anti fraud provisions the duty to disclose dissemination issues involving materiality disclosure of bad news negotiations dealing with analysts and much more

this bibliography is an alphabetical listing of selected books journal articles newspaper items speeches and other material on the subject of plain english and the law

provides 1 theory about plain language for legal writers 2 models of legal documents such as wills laws agreements etc and 3 practice exercises on language

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

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