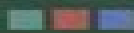


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**Oxford Guide to Plain English** Martin Cutts,2020-02-27 Plain English is the art of writing clearly concisely and in a way that precisely communicates your message to your intended audience This book offers expert advice to help writers of all abilities 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 *Language Teaching Towards Globalization* ,1996 **American and English Railroad Cases, New Series** ,1910 **Railway Review** ,1920 **Grand Rapids Show Case Co. v. Postal Telegraph-Cable Co., 215 MICH 30 (1921)** ,1921 30 *Telephony* ,1929 **The American and English Encyclopaedia of Law** David Shephard Garland,Lucius Polk McGehee,James Cockcroft,1908 The American and English Encyclopaedia of Law David Shephard Garland,James Cockcroft,Lucius Polk McGehee,Charles Porterfield,1908

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