

Knitting In Plain English

Drafting Legal Documents in Plain English Legal Writing in Plain English Japanese in Plain English UNIX in Plain English Writing Science in Plain English Federal Register Plain English at Work Modern Legal Drafting A Dictionary of Modern Legal Usage Saturday Review of Politics, Literature, Science and Art SEC Docket Congressional Record Crowell's Handbook for Readers and Writers International Law Documents The Idler Modern Machinery "The" Quarterly Review The Code of Alabama The Annual Register Life in London Barbara J. Steadman Bryan A. Garner Boye De Mente Kevin Reichard Anne E. Greene Edward P. Bailey Jr. Peter Butt Bryan A. Garner United States. Securities and Exchange Commission United States. Congress Henrietta Gerwig Naval War College (U.S.) Alabama Carlyle

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admirably clear concise down to earth and powerful unfortunately these adjectives rarely describe legal writing whether in the form of briefs opinions contracts or statutes in legal writing in plain english bryan a garner provides lawyers judges paralegals law students and legal scholars sound advice and practical tools for improving their written work the book encourages legal writers to challenge conventions and offers valuable insights into the writing process how to organize ideas create and refine prose and improve editing skills in essence it teaches straight thinking a skill inseparable from good writing replete with common

sense and wit the book draws on real life writing samples that garner has gathered through more than a decade of teaching in the field trenchant advice covers all types of legal materials from analytical and persuasive writing to legal drafting meanwhile garner explores important aspects of document design basic intermediate and advanced exercises in each section reinforce the book's principles an answer key to basic exercises is included in the book answers to intermediate and advanced exercises are provided in a separate instructor's manual free of charge to instructors appendixes include a comprehensive punctuation guide with advice and examples and four model documents today more than ever before legal professionals cannot afford to ignore the trend toward clear language shorn of jargon clients demand it and courts reward it despite the age old tradition of poor writing in law legal writing in plain english shows how legal writers can unshackle themselves legal writing in plain english includes tips on generating thoughts organizing them and creating outlines sound advice on expressing your ideas clearly and powerfully dozens of real life writing examples to illustrate writing problems and solutions exercises to reinforce principles of good writing also available on the internet helpful guidance on page layout a punctuation guide that shows the correct uses of every punctuation mark model legal documents that demonstrate the power of plain english

an alphabetical listing of over 1 200 terms and phrases organized for speakers of english and featuring information on the pronunciation and common usage of each term

this book translates into concrete and clear language the often abstract and difficult commands and concepts of the unix operating system like other titles in the plain english series this compact volume is a comprehensive shortcut reference for professionals featuring premium editorial content organized and cross referenced for clarity and conciseness

scientific writing is often dry wordy and difficult to understand but as anne e greene shows in writing science in plain english writers from all scientific disciplines can learn to produce clear concise prose by mastering just a few simple principles this short focused guide presents a dozen such principles based on what readers need in order to understand complex information including concrete subjects strong verbs consistent terms and organized paragraphs the author a biologist and an experienced teacher of scientific writing illustrates each principle with real life examples of both good and bad writing and shows how to

revise bad writing to make it clearer and more concise she ends each chapter with practice exercises so that readers can come away with new writing skills after just one sitting writing science in plain english can help writers at all levels of their academic and professional careers undergraduate students working on research reports established scientists writing articles and grant proposals or agency employees working to follow the plain writing act this essential resource is the perfect companion for all who seek to write science effectively

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

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

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