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Plain English Jul 14 2022 Consists primarily of two glossaries: one of approximately 11,000 "plain English" words not borrowed from other languages, and one of approximately 3,600 words of "Anglo-Latin" or other origin, providing alternative words or phrases of purer English origin.

Robert's Rules in Plain English 2e May 20 2020 A revised edition of the bestselling Robert's Rules in Plain English, which still stands as the most concise, most-user friendly guide to parliamentary procedure on the market today. If you've ever had to run a meeting according to parliamentary procedures, you know just how difficult it is to keep track of all the rules, much less follow them. Figuring out what to say and how to say it seems an impossible task. Robert's Rules in Plain English, 2nd edition, is the solution to that problem. Not only does it provide you with the essential, basic rules in simple, straightforward English, it also includes summaries, outlines, charts, and sample dialogues so you can see exactly how these rules work in practice. With an extended glossary and new chapters on electronic meetings and internet usage, Robert's Rules in Plain English, 2nd edition, is an authoritative, modern guide to running a meeting successfully and keeping it on track.

Lifting the Fog of Legalese Jul 22 2020 "Professor Joseph Kimble, a leading expert on plain language, has collected in this one book many of his published essays. They will interest and inform judges, lawyers, law students, legal scholars, and anyone else who engages in legal writing."--BOOK JACKET.

Russian in Plain English Sep 04 2021 Russian in Plain English enables complete beginners to acquire the skill of reading words written in Cyrillic independently, with no English transcription or imitated pronunciation, within a short period of time. This book introduces the Cyrillic alphabet gradually, feeding in the letters and their various pronunciation aspects one by one over its ten units, thus building a complete picture of the Russian sound and writing systems. It also highlights the interrelationship of the two systems and helps learners to see the logic behind the use of the Cyrillic alphabet. In addition, the book teaches learners to produce Russian word stress on a marked syllable, contributing to stress acquisition. Furthermore, the book explains the basic grammatical features of Russian words and the rules of how to put them into sentences, enabling learners to start saying things in Russian from Unit 1. It employs some findings of research in language processing, helping learners to start building their speaking and reading skills. This book is an essential guide for all beginners, including students and independent learners.

Grammar in Plain English Aug 23 2020

Plain English for Cops Oct 05 2021 Most cops hate to write reports. What cops hate even more is instruction on how to write reports. Why? Because instruction in report writing tends to focus on the traditional forms of grammar which cops find irrelevant and boring. We agree. So this book is not written like a traditional report text. You won't find discussions of past perfect and future perfect verbs, modal auxiliaries or correlative conjunctions. You will find Plain English for Cops organized around the common mistakes that most cops actually make in their reports and how to avoid them. We've approached report writing in a non-traditional and humorous way. Plain English for Cops can be used in basic training academies, field officer training programs, and remediation programs for veteran officers. It can also be used in other areas such as private security, corrections or any other occupation where narrative reports are important. Plain English for Cops is a "non-textbook." It uses a non-technical approach to police report writing that is easy to read, easy to understand, and easy to apply. Authors Nicholas Meier and R.J. Adams are available to conduct a "Train the Trainer" workshop at your agency. The workshop is designed for command staff, supervisors, academy instructors, and FTOs. For more information, contact the authors at plainenglishforcops@gmail.com.

ISO 9001:2015 in Plain English Nov 13 2019 ISO 9001 hasn't changed much in the last 15 years... until now! ISO 9001:2015 is a MAJOR revision. A LOT has changed. Requirements have been added and removed. Content has shifted to different sections and clauses. ISO 9001:2015 is built upon a completely different structure with the adoption of Annex SL. This may seem like a lot to take in, and it is. Fortunately, bestselling author Craig Cochran has translated ISO 9001:2015 into plain English that anyone can understand. Just as he did with the bestselling ISO 9001 in Plain English Cochran has written a comprehensive yet easily understandable guide to ISO 9001:2015. ISO 9001:2015 in Plain English was written so that anyone at any level of the organization can get to the heart of the standard's requirements and how they apply to the organization quickly and simply. Plus, Cochran shows what has changed between the 2008 and 2015 version. This straightforward book is ideal for people who are new to ISO 9001:2015, experienced ISO coordinators who want to get more out of an established system as they transition to the new standard, and for employees who just need a basic understanding of what ISO 9001:2015 is and how it applies to them. Cochran explains each of ISO 9001:2015's sections and clauses using real-world examples and frequently asked questions.

Beyond Mindfulness in Plain English Sep 23 2020 Gunaratana offers basic instruction on the meaning of insight meditation through concepts that can be applied to any tradition. His focus here is on the Jhanas, those meditative states of profound stillness in which the mind becomes fully immersed in the chosen object of attention.

Korean in Plain English Feb 09 2022 More than 1,200 high-frequency words have been romanized in plain English illustrated in a wealth of sample sentences. Includes a grammar section and many insights into Korean culture.

Crocheting in Plain English Sep 16 2022 The definitive classic on crocheting for years, the first edition of Crocheting in Plain English equipped readers with easy-to-follow, friendly advice on creating their dream crochets. A lifelong crocheting teacher and designer, Maggie Righetti offered both basic principles and step-by-step instructions to get crocheters started and to perfect their techniques. In this latest edition, completely updated and revised for today's crocheter, Righetti dispenses more of her invaluable wisdom, covering virtually everything you need to know about crochet, including: * Selecting threads and yarns * Determining gauge * Working with the right tools * How to interpret patterns and instructions * Increasing and decreasing stitches * How to fix mistakes * Basic stitches (chain, double, treble, slip) * Sixteen different fabric pattern stitches * Assembling the finished product * How to block, clean, and care for crocheted articles * And much, much more! Each technique is illustrated with clear drawings, charts, or photos. Complete with a new introduction and a detailed glossary of crochet terms, Crocheting in Plain English is one sourcebook no crocheter should do without.

Freight Claims in Plain English Jan 16 2020

Legal Writing in Plain English Aug 15 2022 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.

Plain English for Lawyers Dec 07 2021

The Book of Psalms in Plain English Apr 11 2022 The ideas and emotions that make the book of Psalms such a powerful text for Judaism and Christianity alike are brilliantly captured in this deft translation by a scholar of Judaism. Aaron Lichtenstein offers the English translation in verse, just as the original Hebrew text is in poetry, in the various poetic modes required by the myriad moods and messages. Readers will be moved by the inspiring words of the Psalms in this essential resource.

Plain English Handbook Jun 20 2020 A handbook of rules for English usage and grammar.

A Plain English Handbook Jan 28 2021

Karl Barth in Plain English Feb 15 2020 Written from one amateur to another Stephen Morrison hopes to introduce readers to Barth's thought without confusing theological jargon. By focusing on the eight major ideas of Barth's thought, the author provides readers with a helpful introduction to one of the greatest minds in modern theology.

Murder in Plain English Jan 08 2022 "The first book to examine murder through written words. A criminologist and an anthropologist explore the motives for murder by analyzing the writings of convicted killers as well as depictions of murder in literature and the media"--

I Ching in Plain English Mar 18 2020 Based on several new translations of the I Ching, this groundbreaking interpretation explores the meaning of the ancient text and places it within the context of contemporary experience. Once used for consultation and guidance, this spiritual classic has come to emphasize inner development, relationship connections, the management of daily life changes, and the balance and harmony available in philosophies and actions. This edition's condensed commentary on coins and hexagrams allows for quick and easy consultation.

How to Write Plain English Dec 19 2022 Tackling the obfuscation inherent in legal language, Flesch isolates the elements in legal writing that make most documents beyond the layman's comprehension and offers remedies for each obstacle to easy reading and understanding

Knitting in Plain English Aug 03 2021 Easy-to-follow lessons and patterns.solutions to nagging problems.

Writing for Dollars, Writing to Please Oct 13 2019 This is a paperback edition of Writing for Dollars, originally published as a jacketed hardback. This unique book has been described as "the one we've been waiting for" and "a game-changer for public communication." It collects the empirical evidence for the value of plain language in business, government, and law. Professor Kimble summarizes 50 studies (no less) showing that using plain language can save organizations and agencies a ton of money and that plain language serves and satisfies readers in every possible way. They strongly prefer it to legalese and officialese, they understand it better and faster, they are more likely to comply with it, and they are more likely to read it in the first place. Because it makes for readers who are more motivated, trusting, and confident, it could even help to restore faith in public institutions. The potential benefits are extraordinary. The book also debunks the ten biggest myths about plain language, including the myths about plain legal language. It looks back on 40 highlights in plain-language history. And it outlines the elements of plain language. The book's call for clarity and simplicity is vital to everyone who writes for the public--and to every legal writer as well, since more than 15 of the studies involved legal documents. And the book's lively, distinctive style makes it a pleasure to read. Professor Kimble is a leading expert on this subject. He has lectured throughout the United States and abroad, and has won several national and international awards for his writing and work. "Joseph Kimble's book Writing for Dollars, Writing to Please [is] full of real-life examples of how plain language saves time and money for governments and businesses.... When I am doing presentations on the merits of plain language, I show the book to people, saying "I've got a whole book full of examples, from real workplaces, of what I'm talking about." That makes them realise I am talking about something that has evidence to back it up.... As an additional bonus, Kimble refutes 10 myths about plain language and describes 40 "historical highlights" in the push for plain language worldwide." -- Blog of the Center for Plain Language, Writing for Dollars (January 21, 2015). "Professor Joseph Kimble . . . has gathered and updated a career's worth of insight into the myths, best practices, case studies, and international developments in plain language in one accessible and indispensable little book." -- "Clear Language and Design" Newsletter (June 2013). "This book is a real "must" for anyone looking to make their legal documents more accessible." -- National Adult Literacy Agency (Ireland), "Simply Put" newsletter (February 2013). "[T]his big little book is a closing argument for the cause of clarity and simplicity in legal expression The book includes a six-page compendium of the elements of plain language [that] alone . . . make[s] the book worthy of a place on the credenza of every lawyer and judge In prose so incisive that it is itself an argument for what he advocates, Kimble dispels the myths about plain language and answers the critics. . . . Kimble's case reaches a crescendo spoken in our profession's lingua franca: dollars. Plain writing not only increases efficiency, and thereby saves time and money, it empowers the practitioner to attract,

satisfy, and retain clients, and so be more successful. This is a book worth reading, worth study. It is a reference, it is a resource, and it is a relief" -- Michigan Bar Journal (January 2013) "What a terrific compilation of resources for those of us interested in more successful workplace writing! . . . If any of you are trying to convince management that it's worth it to spend time creating more efficient and effective documents, you need to get a copy of this book." -- "Pros Write" Blog (January 2, 2013) "Kimble does not merely offer opinions. His book includes hundreds of footnotes with citations to important articles and resources for those interested in plain language. There is a treasure trove of information in these notes.... The book is readable and well organized. Kimble's list of the elements of plain language would be useful for any lawyer. For lawyers interested in more than the basics of plain language, this book is a wonderful resource...." -- The Colorado Lawyer (November 2012) "With a refreshingly honest tone,...Kimble presents compelling...arguments and evidence that plain language is the only sensible choice for any legal document...." -- American Association of Law Libraries, "Spectrum" Blog (August 22, 2012) "Kimble sets to rest arguments against using plain language...[and] gives those who care about good writing the backup they need.... The numbers [in the case studies] are astounding." -- CBA (Chicago Bar Association) Record "If you are looking for clear evidence to support the claim that plain language works, you can't go wrong with a new book, Writing for Dollars, Writing to Please by Joseph Kimble, an international expert on legal writing. It's full of examples from real agencies.... The book has over 50 case studies showing clear, measurable improvements and the value of plain language in reducing costs and increasing effectiveness." -- "Usability in Civic Life" Blog (July 5, 2012) "Joe Kimble's past writings on [plain language] have been classics; this book promises to be another." -- Raymond Ward, "The (New) Legal Writer" Blog (June 17, 2012) "The book...make[s] a powerful case for the value of plain language: the business case, the government case, and the citizens' case." -- Blog of the Center for Plain Language, Plain Language Matters (May 30, 2012) "This is the one we've been waiting for--Joe Kimble's update of his classic earlier work on the benefits of plain language, written in his lively, distinctive style. If this doesn't convince lawyers, business writers, and government writers to use plain language, nothing will. They all need to have this book and take it to heart. It promises to be a game-changer for public communication." -- Annetta Cheek, Chair, Center for Plain Language "When people demand proof that plain language works, we can now utter four short words: "Read Joe Kimble's book." Proof aside, it will also give them sound guidelines for creating clear documents, plus a fresh and inspiring history of our field." -- Martin Cutts, author of The Oxford Guide to Plain English

Japanese in Plain English Dec 15 2019 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.

John Milton's Paradise Lost, in Plain English Jun 01 2021 Here it is! Every professor's nightmare! Every student's dream come true! John Milton's overwhelming masterpiece, Paradise Lost - all 10,565 brain-busting lines of it, transformed into simple, everyday language! - the kind you and I speak and understand. Milton's poem is on each left hand page, and the Plain English version is across from it on the right. Corresponding numbered lines make for easy comparison. . . Milton made easy! A study aid like no other!

Writing Science in Plain English Jun 13 2022 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.

A Plain English Reference to the Book of Mormon May 12 2022 With notes that expound on ideas or share insights, and key concepts before each chapter, this book is a useful tool for students of all ages. Quickly and easily gain a better grasp on the stories, timelines, and relationships within "the keystone of our religion" with this book that's perfect for the whole family.

Plain English Feb 26 2021 Reconnect with your favorite characters from Rachel Spangler's best-selling romances, Full English and Modern English. When Claire Bailey left London to open her own art gallery in the tiny village of Amberwick, she'd hoped the slower pace and lower cost of living might allow her to focus on her own painting, away from all the drama and distractions that had plagued her in the city. She fully intended to make an honest go at simple living right up until the moment a shockingly attractive aristocrat rocketed off the road and knocked her world off its axis. Pip has learned to play the part of a ne'er-do-well upper elite: charismatic, enigmatic, and a little bit erratic. Luckily, women tend to like those characteristics. After leading such a charmed existence, where even motorcycles wrecks come with the added bonus of meeting beautiful women, Pip finds that Claire's complete lack of interest in money or status sparks both curiosity and attraction. Surrendering to both boredom and sheer chemistry, the two agree to an unconventional, no-strings, romantic adventure designed to provide them both a bit of freedom and entertainment. However, once released from the pressure to project perfect images of themselves, the walls they depended on for protection begin to crumble. Worlds blend and identities blur as their whirlwind romance quickly becomes more than they bargained for. Will their almost elemental attraction be enough to overcome the complexities rushing in from all sides? Or will the pressures they've both sought to escape force them to forge a new path neither of them had dared to dream of?

Planning in Plain English Nov 18 2022 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: acronyms, 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."

Math In Plain English Jul 02 2021 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

Mindfulness in Plain English Nov 25 2020 With over a quarter of a million copies sold, Mindfulness in Plain English is one of the most influential books in the burgeoning field of mindfulness and a timeless classic introduction to meditation. This is a book that people read, love, and share - a book that people talk about, write about, reflect on, and return to over and over again. Bhante Gunaratana is also the author of Eight Mindful Steps to Happiness, Beyond Mindfulness in Plain English, The Four Foundations of Mindfulness in Plain English, and his memoir Journey to Mindfulness.

Statistics in Plain English Nov 06 2021 This book presents statistical concepts and techniques in simple, everyday language to help readers gain a better understanding of how they work and how to interpret them correctly. Each self-contained chapter features a description of the statistic including how it is used and the information it provides, how to calculate the formula, the strengths and weaknesses of each technique, the conditions needed for its use, and an example that uses and interprets the statistic. A glossary of terms and symbols is also included along with an Interactive CD with PowerPoint presentations and problems and solutions for each chapter. This brief paperback is an ideal supplement for statistics, research methods, or any course that uses statistics, or as a handy reference tool to refresh one's memory about key concepts. The actual research examples are from a variety of fields, including psychology and education.

Oxford Guide to Plain English Feb 21 2023 Plain English is an essential tool for effective communication. Information transmitted in letters, documents, reports, contracts, and forms is clearer and more understandable 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 straightforward language, sentence length, active and passive verbs, punctuation, grammar, planning, and good organization. This handy guide will be invaluable to writers of all 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 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 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 English is the best guide to writing clear and helpful documents.

Plain Language in Plain English Jan 20 2023 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.

Oxford Guide to Plain English Oct 17 2022 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.

Crocheting in Plain English Dec 27 2020 Commonsense advice on all aspects of crocheting ranges from the basics for beginners to perfecting techniques for the advanced crocheter, and from selecting threads and yarns to blocking, cleaning, and storing crocheted articles

The Complete Plain Words Mar 10 2022

Zen Meditation in Plain English Oct 25 2020 An excellent, practical introduction to Zen meditation. Written in a warm and easily accessible style, the book appeals to anyone with an interest in meditation, Zen, or, as is often the case today, a combination of the two. The book emphasizes the importance of receiving good instruction and of finding groups to practice with, yet it lays out the necessary steps to practice Zen meditation on your own. The book includes easily followed exercises to help the reader along. For anyone looking to uncover a clear and insightful path into the philosophy and practice of Zen meditation, this book represents the culmination of that search

Plain English at Work Mar 30 2021 A comprehensive, practical guide to writing and speaking clearly, effectively, and persuasively shows how to get one's point across; how to organize memos, letters, and reports; and how to remember and deliver successful presentations. UP.

The Four Foundations of Mindfulness in Plain English Apr 18 2020 In simple and straightforward language, Bhante Gunaratana shares the Buddha's teachings on mindfulness and how we can use these principles to improve our daily lives, deepen our mindfulness, and move closer to our spiritual goals.

Based on the classic Satipathana Sutta, one of the most succinct yet rich explanations of meditation, Bhante's presentation is nonetheless thoroughly modern. The Satipathana Sutta has become the basis of all mindfulness meditation, and Bhante unveils it to the reader in his trademark "plain English" style.

Contemplating the Four Foundations of Mindfulness--mindfulness of the body, of feelings, of the mind, and of phenomena themselves--is recommended for all practitioners. Newcomers will find The Four Foundations of Mindfulness in Plain English lays a strong groundwork for mindfulness practice and gives them all they need to get started right away, and old hands will find rich subtleties and insights to help consolidate and clarify what they may have begun to see for themselves. People at every state of the spiritual path will benefit from reading this book.

Plain English Apr 30 2021 DigiCat Publishing presents to you this special edition of "Plain English" by Marian Wharton. DigiCat Publishing considers every written word to be a legacy of humankind. Every DigiCat book has been carefully reproduced for republishing in a new modern format. The books are available in print, as well as ebooks. DigiCat hopes you will treat this work with the acknowledgment and passion it deserves as a classic of world literature.

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