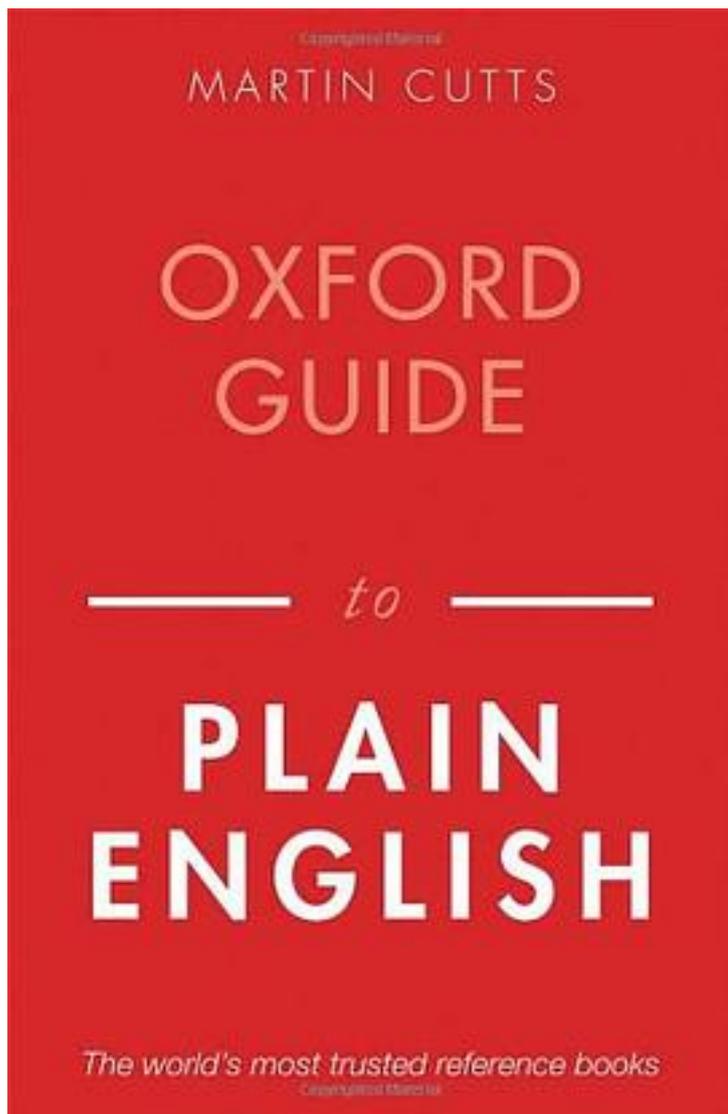# Oxford Guide to Plain English

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著者:Martin Cutts

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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. It is 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.

作者介绍:

Martin Cutts is a writer, editor, and teacher. He founded the Plain English Campaign in 1979, and in 1994 he established the Plain Language Commission. He is a leading voice in the international plain language movement.

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