

Planning In Plain English Writing Tips For Urban And Environmental Planners Natalie Macris

Progress in Language PlanningOxford Guide to Plain EnglishThesis and Dissertation Writing in a Second LanguageThe Winning Brief: 100 Tips for Persuasive Briefing in Trial and Appellate CourtsPlain Language Legal WritingUrban DesignThe Decline of the WestPlain Language in Government WritingPlanning in Plain EnglishMultilevel Modeling in Plain LanguageBanishing BureaucrateseScientific WritingHealth Literacy From A to ZThe Law (in Plain English) for Nonprofit OrganizationsHBR Guide to Better Business Writing (HBR Guide Series)The Law (In Plain English)? for Small BusinessesCareer Worth PlanningPlanning in Plain EnglishWriting Science in Plain EnglishOxford Guide to Plain EnglishPlain English for LawyersInternal Auditing in Plain EnglishLetting Go of the WordsEconomics in Plain EnglishEthical Planning PractitionerThe Plain English GuideWriting Your Journal Article in Twelve WeeksEstate Planning in Plain-EnglishWriting in Plain EnglishA Practical Guide to Lawyering SkillsMicrostyle: The Art of Writing LittleGrowing CoolerMath In Plain EnglishThe Law (in Plain English) for Small Business (Fifth Edition)Plain Language in Plain EnglishBusiness PlanEstate Planning (in Plain English)Fixing Broken WindowsLegal Writing in Plain English, Second EditionOxford Guide to Plain English

Progress in Language Planning

A complete guide to clean, precise and understandable legal writing So many books give you advice that turns out to be hollow: "know your audience," "structure your writing." The real strength in Plain Language Legal Writing is how, throughout, Stephens provides clear instructions on how to accomplish what she's recommending. Instead of just telling you to plan what you're going to write, she walks you step-by-step through the planning. Instead of telling you to consider your audience before writing, she describes in detail the sorts of audiences a legal document might have (more than you'd expect!) and how to best meet their needs. Plain Language Legal Writing will help you produce documents that people are willing to read and able to understand. More: PlainLanguageLegalWriting.com Other versions: e-book

Oxford Guide to Plain English

How to apply principles of good writing to government workplace writing.

Thesis and Dissertation Writing in a Second Language

Scientific writing is often dry, wordy, and difficult to understand. But, as Anne E.

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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.

The Winning Brief: 100 Tips for Persuasive Briefing in Trial and Appellate Courts

'A comprehensive, well-written and beautifully organized book on publishing articles in the humanities and social sciences that will help its readers write forward with a first-rate guide as good company.' - Joan Bolker, author of *Writing*

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Your Dissertation in Fifteen Minutes a Day `Humorous, direct, authentic a seamless weave of experience, anecdote, and research.' - Kathleen McHugh, professor and director of the UCLA Center for the Study of Women Wendy Laura Belcher's Writing Your Journal Article in Twelve Weeks: A Guide to Academic Publishing Success is a revolutionary approach to enabling academic authors to overcome their anxieties and produce the publications that are essential to succeeding in their fields. Each week, readers learn a particular feature of strong articles and work on revising theirs accordingly. At the end of twelve weeks, they send their article to a journal. This invaluable resource is the only guide that focuses specifically on publishing humanities and social science journal articles.

Plain Language Legal Writing

A guide for writing plain English prepared by the Department of Arts, Sport, the Environment, Tourism and Territories. Although designed specifically for public servants it can also be used as both an instructor's handbook and a self-help manual. Includes a glossary of plain English alternatives.

Urban Design

The Decline of the West

The relationship of supervisor to student has traditionally been seen as one of apprenticeship, in which much learning is tacit, with the expectation that the student will become much like the tutor. The changing demographics of higher education in conjunction with imperatives of greater accountability and support for research students have rendered this scenario both less likely and less desirable and unfortunately many supervisors are challenged by the task of guiding non-native speaker students to completion. This handbook is the ideal guide for all supervisors working with undergraduate and postgraduate non-native speaker students writing a thesis or dissertation in English as it explicitly unpacks thesis writing, using language that is accessible to research supervisors from any discipline.

Plain Language in Government Writing

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

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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

Planning in Plain English

"Well written and logically organized." —Booklist. This handbook makes planning and problem-solving easy with its clear explanations of complex issues. In *The Law (in Plain English)*® for Small Business, Fifth Edition, Leonard DuBoff and Amanda Bryan guide entrepreneurs and small business owners through the maze of legal

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obligations and protections they need to understand. Chapters cover important topics such as: Licenses Trademarks Insurance plans Franchising Incorporating Advertising eBusiness considerations Taxes Succession planning Whether one is just about to open a small business, reassessing an existing business, or simply have a few questions, *The Law (in Plain English)® for Small Business, Fifth Edition*, is the go-to resource for small business owners and entrepreneurs.

Multilevel Modeling in Plain Language

Addresses such important concerns as business organization and planning, financing, collections, franchises, product liability, insurance, trademarks, and taxes

Banishing Bureaucratese

"A comprehensive yet easily understandable guide to internal auditing [going] beyond the basics with comprehensive detail about establishing an internal audit program, selecting and training auditors, auditing requirements, interview techniques, planning audits, reporting, audit follow ups, and much more."--Back cover.

Scientific Writing

Good legal writing wins court cases. In its first edition, *The Winning Brief* proved that the key to writing well is understanding the judicial readership. Now, in a revised and updated version of this modern classic, Bryan A. Garner explains the art of effective writing in 100 concise, practical, and easy-to-use sections. Covering everything from the rules for planning and organizing a brief to openers that can capture a judge's attention from the first few words, these tips add up to the most compelling, orderly, and visually appealing brief that an advocate can present. In Garner's view, good writing is good thinking put to paper. "Never write a sentence that you couldn't easily speak," he warns-and demonstrates how to do just that. Beginning each tip with a set of quotable quotes from experts, he then gives masterly advice on building sound paragraphs, drafting crisp sentences, choosing the best words ("Strike pursuant to from your vocabulary."), quoting authority, citing sources, and designing a document that looks as impressive as it reads. Throughout, he shows how to edit for maximal impact, using vivid before-and-after examples that apply the basics of rhetoric to persuasive writing. Filled with examples of good and bad writing from actual briefs filed in courts of all types, *The Winning Brief* also covers the new appellate rules for preparing federal briefs. Constantly collecting material from his seminars and polling judges for their preferences, the second edition delivers the same solid guidelines with even more supporting evidence. Including for the first time sections on the ever-changing

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rules of acceptable legal writing, Garner's new edition keeps even the most seasoned lawyers on their toes and writing briefs that win cases. An invaluable resource for attorneys, law clerks, judges, paralegals, law students and their teachers, The Winning Brief has the qualities that make all of Garner's books so popular: authority, accessibility, and page after page of techniques that work. If you're writing to win a case, this book shouldn't merely be on your shelf--it should be open on your desk.

Health Literacy From A to Z

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.

The Law (in Plain English) for Nonprofit Organizations

"Learn how to have great conversations through your site or app. Meet your business goals while satisfying your site visitors' needs. Learn how to create useful and usable content from the master - Ginny Redish. Ginny's easy-to-read style will teach you how to plan, organize, write, design, and test your content"--

HBR Guide to Better Business Writing (HBR Guide Series)

"Explains how to plan, organize, and structure your writing. Helps you master plain English and improve your writing with expert advice on vocabulary, style, punctuation, grammar, and proofreading Provides advice on avoiding jargon and clichés, and practical, up-to-date guidance on writing in an inclusive manner Shows you how it's done with hundreds of real examples, including 'before' and 'after' versions"--

The Law (In Plain English)? for Small Businesses

"In easy to understand language, the book walks one through the many different foundational aspects of running a nonprofit—an important tool to have handy on one's bookshelf!" —Michael Royce, Executive Director, New York Foundation for

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the Arts (NYFA) Navigating the legal complexities of running a nonprofit organization has never been easier than with the expert advice of authors Leonard DuBoff and Amanda Bryan. Managers, board members, advisers, consultants, contractors, employees, and even donors and volunteers will benefit from the invaluable information contained in *The Law (in Plain English)® for Nonprofit Organizations*. An approachable guide to planning and problem-solving, this handbook's chapters cover important topics such as: Organizing a nonprofit Hiring and working with employees, contractors, and members Filing taxes and applying for tax-exempt status Fund-raising strategies Liability and insurance Protecting trademarks and intellectual property Zoning and renting space A comprehensive reference, *The Law (in Plain English)® for Nonprofit Organizations*, will help all nonprofit members to play their roles with authority and confidence.

Career Worth Planning

The ability to communicate effectively is the most valuable skill any employee can bring to the job. That's even more true for planners, who must frequently convey an abundance of very complex, technical information to people who don't share their planning background or vocabulary. Unfortunately, the language in planning documents frequently is so convoluted, bureaucratic, and padded that its meaning is lost or completely misunderstood. Here is help for planners who write. In *Planning in Plain English: Writing Tips for Urban and Environmental Planners*,

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Natalie Macris draws from more than a d.

Planning in Plain English

"An invaluable tool to help you collect the information your attorney needs."
—Michael Cragun, Utah State Tax Commissioner An Accessible Guide to Estate Planning With Estate Planning (in Plain English)®, readers will learn to comprehend the legal jargon and navigate the complex rules involved in preparing one's estate. The authors provide clear information and cite actual cases to help readers approach the process with the confidence and knowledge they need to make the best decisions for their heirs. Chapters discuss important topics such as: Estate plans, wills, and a variety of trusts Guardians, powers of attorney, advance directives, and other essential documents Life insurance Digital assets Gifts Tax considerations Avoiding probate Identifying and caring for estate property Settling business assets Finding a lawyer An invaluable reference for those preparing their estates and for their families, Estate Planning (in Plain English)® will enable readers to take the necessary steps to preserve their legacies.

Writing Science in Plain English

"A work of pop linguistics . . . [that] synthesizes . . . grammar, branding, cognitive

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science and Web theory . . . with intelligence and friendly wit.”—New York Times
Welcome to the age of the incredible shrinking message. Your guide to this new landscape, Christopher Johnson reveals the once-secret knowledge of poets, copywriters, brand namers, political speechwriters, and other professional verbal miniaturists. Each chapter discusses one tool that helps short messages grab attention, communicate instantly, stick in the mind, and roll off the tongue. Piled high with examples from corporate slogans to movie titles to product names, *Microstyle* shows readers how to say the most with the least, while offering a lively romp through the historic transformation of mass media into the media of the personal.

Oxford Guide to Plain English

Based on a comprehensive study review by leading urban planning researchers, this investigative document demonstrates how urban development is both a key contributor to climate change and an essential factor in combating it -- by reducing vehicle greenhouse gas emissions.

Plain English for Lawyers

In this volume, the author draws from more than a decade of editing experience to

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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."

Internal Auditing in Plain English

A Plain-English Guide to Government Writing Whether you're in the public or private sector, good writing skills are critical to your success in the workplace. Plain Language in Government Writing: A Step-by-Step Guide shows you how to apply federal plain-language guidelines to every type of writing — from emails, memos, and letters to agency communications, technical procedures, and budget justification statements. Through numerous exercises as well as examples from a variety of federal and state agencies, this practical guide walks you step-by-step through every phase of the writing process, providing tips for improved clarity, conciseness, and completeness. This valuable reference will help you: Write for

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diverse audiences in reader-friendly, plain language Overcome writer's block Gain confidence in your ability to write — and get results Make your writing visually appealing Prepare for briefings and presentations Recognize successful writing and identify what makes it effective A Plain-English Guide to Government Writing will enable you to express yourself more clearly and concisely, produce documents more efficiently, and work more effectively with others throughout the writing process.

Letting Go of the Words

The late German historian considers all forms and movements of human affairs as he predicts the inevitable eclipse of Western civilization, in an abridged edition of the classic study, first published more than eighty years ago. Reprint.

Economics in Plain English

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

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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.

Ethical Planning Practitioner

This comprehensive and practical book covers the basics of grammar as well as the broad brush issues such as writing a grant application and selling to your potential audience. The clear explanations are expanded and lightened with helpful examples and telling quotes from the giants of good writing. These experienced writers and teachers make scientific writing enjoyable.

The Plain English Guide

DON'T LET YOUR WRITING HOLD YOU BACK. When you're fumbling for words and pressed for time, you might be tempted to dismiss good business writing as a luxury. But it's a skill you must cultivate to succeed: You'll lose time, money, and influence if your e-mails, proposals, and other important documents fail to win people over. *The HBR Guide to Better Business Writing*, by writing expert Bryan A.

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Garner, gives you the tools you need to express your ideas clearly and persuasively so clients, colleagues, stakeholders, and partners will get behind them. This book will help you:

- Push past writer's block
- Grab—and keep—readers' attention
- Earn credibility with tough audiences
- Trim the fat from your writing
- Strike the right tone
- Brush up on grammar, punctuation, and usage

Writing Your Journal Article in Twelve Weeks

Lawyering skills are increasingly part of undergraduate law degrees as well essential elements in the postgraduate vocational law courses, the LPC and the BVC. This fully updated third edition continues to bring together the theory and practice of these skills in an accessible and practical context. The authors draw on their vast experience of law in practice to develop the core skills taught on both undergraduate and postgraduate courses. Skills covered include: written communication mediation information technology opinion writing drafting advocacy interviewing negotiation legal research. Each chapter uses diagrams, boxes, lists and flow charts to further explain and develop each skill and ends with a further reading section. A Practical Guide to Lawyering Skills is essential reading for all undergraduate and vocational law students seeking to develop the necessary skills to work successfully with law in the twenty-first century.

Estate Planning in Plain-English

Business Planning in Plain English! Are you writing business plans willy nilly? Yes? Want to learn how to write business plans properly and well? Business Plan: How to Write a Business Plan will show you exactly how to write a business plan for whatever industry you're in. Discover the fundamental elements needed for any business plans. Here's a look at what you'll learn Book Reveals: Introduction to Business Plans Writing Your Business Plan Business Plan Example Common Mistakes to Avoid Choosing an Industry Template and Examples Included! And more! Ready to get going? Good, learn how to write a business plan for business success.

Writing in Plain English

Now that your planning degree is in sight or in hand, how and where can you find your "dream job?" Once you're on the job, what can you do to not just survive, but thrive and avoid common professional pitfalls? In A Career Worth Planning, two veteran planners offer a road map for success. Packed with practical information and useful advice, it is must reading for planning students, new planners, and experienced planners looking to advance their careers. Career questions can paralyze beginning planners. What are the differences between working for a

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public planning agency or a private consulting firm? What does an employer look for in a job candidate? How can you set yourself apart from other job hunters through your resume and in an interview? A Career Worth Planning answers these tough questions and many others. But landing a job is only half the battle. Once you're there, how do you negotiate the career ladder, even in the most difficult circumstances? Here are nuggets of wisdom on how to deal with a bad boss, identify crucial "insiders" who can make or break your success on the job, clarify ethical conflicts, manage political land mines, and yes, even evaluate your job satisfaction and determine when you're ready to move on. Wherever you are along your career path, this book will help you assess your skills, preferences, and work style, and find the planning niche that fits you.

A Practical Guide to Lawyering Skills

Clarifies the theories of such great economists as Adam Smith, Ricardo, Malthus, Marx, Keynes, and their successors and points to ways in which the workings of economics affect government, business, society, and the consumer's pocketbook.

Microstyle: The Art of Writing Little

Have you been told you need to do multilevel modeling, but you can't get past the

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forest of equations? Do you need the techniques explained with words and practical examples so they make sense? Help is here! This book unpacks these statistical techniques in easy-to-understand language with fully annotated examples using the statistical software Stata. The techniques are explained without reliance on equations and algebra so that new users will understand when to use these approaches and how they are really just special applications of ordinary regression. Using real life data, the authors show you how to model random intercept models and random coefficient models for cross-sectional data in a way that makes sense and can be retained and repeated. This book is the perfect answer for anyone who needs a clear, accessible introduction to multilevel modeling.

Growing Cooler

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

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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.

Math In Plain English

Clear communication of your health message can make all the difference in effective patient care. Health Literacy from A to Z: Practical Ways to Communicate Your Health Message, Second Edition is an easy to use handbook designed for the busy health professional. Filled with ideas and strategies that can be used in everyday practice, Health Literacy from A to Z is a first-of-its-kind resource. Learn the key principles and strategies of effective health communication presented in a simple, informal manner by one of the nation's leading experts in health literacy. Whether you are a physician, nurse, pharmacist, allied health professional, case manager, public health specialist, practice manager, health care educator, student or family caregiver this book is for you. What's New in the Second Edition of Health Literacy from A to Z The Second Edition is updated and revised to reflect current health literacy research and practice with new information about timely health

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literacy topics. This edition has 14 new chapters including 4 chapters about “Technology” and 7 chapters focused on “Know Your Audience.” Highlights • “Starting Points” with an introduction to key information. • “Strategies, Ideas, and Suggestions” with lots of practical, how-to tips. • “Stories from Practice” showcasing real-life experiences from a wide range of perspectives to help make key points come alive. • “Sources to Learn More” including an extensive list of books, articles, websites, podcasts, and other resources. New Topics • Business Side of Health Literacy • Communicating When Patients Feel Scared, Sick, and Overwhelmed • General Public: Talking with Patients about What They Learn from the Media • Organizational Efforts, Advocacy, and Collaborations • Regulatory and Legal Language • Website Writing • Blogs and Social Media • Audio Podcasts • Email and Text Messages • Interactive Multimedia • Sections focusing on, “Know Your Audience” with in-depth information about: Children and Youth Emotions and Cognition Hearing Loss Language and Culture Literacy Older Adults Vision Problems The First Edition was the 2006 Winner of the New England Chapter of the American Medical Writers Association, Will Solimene Award for Excellence in Medical Communication!

The Law (in Plain English) for Small Business (Fifth Edition)

Ron Kasprisin’s skills as both an artist and Professor of Urban Design and Planning are combined to guide students in how to use illustrations and graphics to elevate

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their projects beyond the everyday. Sketches and plans from basic design elements, to complex projects, show the methods and skills students can use in forging their own design paths. A must for all those on planning and urban design courses, both in the design studio and out.

Plain Language in Plain English

CONTRIBUTIONS TO THE SOCIOLOGY OF LANGUAGE brings to students, researchers and practitioners in all of the social and language-related sciences carefully selected book-length publications dealing with sociolinguistic theory, methods, findings and applications. It approaches the study of language in society in its broadest sense, as a truly international and interdisciplinary field in which various approaches, theoretical and empirical, supplement and complement each other. The series invites the attention of linguists, language teachers of all interests, sociologists, political scientists, anthropologists, historians etc. to the development of the sociology of language.

Business Plan

Millions of us are professional writers without even being aware of it. Everyday we write countless letters, memos, instructions, legal documents, and reports. And

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often this writing is criticized for being full of jargon, or obscure, or long-winded, or just not in "plain English." But what is plain English, and how does one write it? The Plain English Guide offers down-to-earth advice and twenty easy-to-follow guidelines covering plain words, sentence length, active and passive verbs, punctuation, planning, and good organization of points. Martin Cutts has probably taught more writers about plain English than anyone else. This book distills his knowledge and experience, and is an essential guide for anyone who writes at work, as well as students in business and professional courses.

Estate Planning (in Plain English)

Admirably clear, concise, down-to-earth, and powerful—all too often, legal writing embodies none of these qualities. Its reputation for obscurity and needless legalese is widespread. Since 2001 Bryan A. Garner's *Legal Writing in Plain English* has helped address this problem by providing lawyers, judges, paralegals, law students, and legal scholars with sound advice and practical tools for improving their written work. Now the leading guide to clear writing in the field, this indispensable volume encourages legal writers to challenge conventions and offers valuable insights into the writing process that will appeal to other professionals: how to organize ideas, create and refine prose, and improve editing skills. Accessible and witty, *Legal Writing in Plain English* draws on real-life writing samples that Garner has gathered through decades of teaching experience.

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Trenchant advice covers all types of legal materials, from analytical and persuasive writing to legal drafting, and the book's principles are reinforced by sets of basic, intermediate, and advanced exercises in each section. In this new edition, Garner preserves the successful structure of the original while adjusting the content to make it even more classroom-friendly. He includes case examples from the past decade and addresses the widespread use of legal documents in electronic formats. His book remains the standard guide for producing the jargon-free language that clients demand and courts reward.

Fixing Broken Windows

If a local college gives a city planner tickets to a sold-out football game, is it wrong to take them - even if the planner pays? Should a planning consultant bid on a project that has a clearly unrealistic timeframe? Can a planning director moonlight for another agency? For practicing planners, potential ethics violations abound, and the eye of public scrutiny never blinks. Planners need a guide, and now they have it: the first guidebook based on the current revision of the AICP (American Institute of Certified Planners) Code of Ethics and Professional Conduct. The Ethical Planning Practitioner presents 76 scenarios, all real-life dilemmas based on the code's rules of conduct. Each scenario comes with tools to help planners explore the answers on their own, in a training session, or in a classroom. This vital handbook looks at everyday ethics the way planners need to see them, in black,

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white, and shades of gray – but most of all, clearly. It will not only instruct but inspire planners to strengthen the public's trust.

Legal Writing in Plain English, Second Edition

Cites successful examples of community-based policing

Oxford Guide to Plain English

No matter the size of your estate or the type of property you own, this book provides information you can use to plan your estate, including why you need a will, power of attorney, and living trusts. An estate plan can help ensure your wishes are carried out following your death and creating an estate plan can provide you with the peace of mind of knowing that your final arrangements have been planned. With this book, you'll discover: ? what is a will, ? what is a living trust, ? what is a power of attorney, ? common legal terms, ? how an estate plan can help reduce family conflict, ? and much more. The more you understand about your estate plan options, the better you can make your wishes known to your family, and other loved ones.

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