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Plain Language in Plain English Planning in Plain English Statistics in Plain English, Fourth Edition Oxford Guide to Plain English Writing Science in Plain English Mindfulness in Plain English Diving Physiology in Plain English Statistics in Plain English Spanish in Plain English: The 5,001 Easiest Words You'll Ever Learn in Spanish Russian in Plain English Plain English Legal Writing in Plain English, Second Edition Zen Meditation in Plain English Oxford Guide to Plain English It's ONLY Rocket Science Chinese in Plain English, Second Edition Math In Plain English ISO 9001:2015 in Plain English Crocheting in Plain English Korean in Plain English, Second Edition How to Write Plain English Ethics in Plain English UNIX in Plain English Veblen in Plain English John Milton's Paradise Lost, in Plain English The Book of Psalms in Plain English Beyond Mindfulness in Plain English Modern English Estate Planning (in Plain English) Loving-Kindness in Plain English Legal Writing in Plain English Psychology in Plain English Java in Plain English Visual Basic 6 in Plain English Plain Language and Ethical Action Beyond Mindfulness in Plain English Effective Writing The Four Foundations of Mindfulness in Plain English XHTML In Plain English Explaining Computers in Plain English for Seniors

Mindfulness in Plain English May 27 2022 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.
 Plain Language and Ethical Action Nov 28 2019 Plain Language and Ethical Action examines and evaluates principles and practices of plain language that technical content producers can apply to meet their audiences' needs in an ethical way. Applying the BUROC framework (Bureaucratic, Unfamiliar, Rights-Oriented, and Critical) to identify situations in which audiences will benefit from plain language, this work offers in-depth profiles show how six organizations produce effective plain-language content. The profiles show plain-language projects done by organizations ranging from grassroots volunteers on a shoe-string budget, to small nonprofits, to consultants completing significant federal contacts. End-of-chapter questions and exercises provide tools for students and practitioners to reflect on and apply insights from the book. Reflecting global commitments to plain language, this volume includes a case study of a European group based in Sweden along with results from interviews with plain-language experts around the world, including Canada, England, South Africa. Portugal, Australia, and New Zealand. This work is intended for use in courses in information design, technical and professional communication, health communication, and other areas producing plain language communication. It is also a crucial resource for

practitioners developing plain-language technical content and content strategists in a variety of fields, including health literacy, technical communication, and information design.

Legal Writing in Plain English, Second Edition Nov 20 2021 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. 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.

Estate Planning (in Plain English) Jun 03 2020 "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.

Russian in Plain English Jan 23 2022 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.

The Four Foundations of Mindfulness in Plain EnglishAug 25 2019 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 Satipatthana Sutta, one of the most succinct yet rich explanations of meditation, Bhante's presentation is nonetheless thoroughly modern. The Satipatthana 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.

Spanish in Plain English: The 5,001 Easiest Words You'll Ever Learn in SpanishFeb 21 2022 Vocabulary and phrasebook for aiding English speakers in learning Spanish.

The Book of Psalms in Plain English Sep 06 2020 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.

Java in Plain English Jan 29 2020 Java™ in Plain English Second Edition Java in Plain English, Second Edition, covers the entire Java 1.1 language and API in a remarkably compact size and easy-to-use format. This powerful reference guide explains each method, field, and parameter, and provides extensive, easy-to-follow examples. Unique features of the book include the language reference, which highlights Java/C++differences in each topic, making it the most convenient reference for C and C++ programmers. In addition, the API Reference is one of the few sources available anywhere that summarizes the entire API, both concisely and comprehensively. This edition is greatly expanded to provide more coverage of Java database capabilities—including a tutorial and reference to SQL commands—as well as more examples and definitions of the latest Java concepts. This concise book is an essential companion for all Java programmers: if you want to be creating the software of the future, this book is for you. Whether you're exploring Java as a newcomer, are migrating from C++ or C, or need a reference guide to exploit its most advanced features, Java in Plain English, Second Edition will answer your questions quickly. From its comprehensive guide to the Java API, to its detailed and practical alphabetical reference to Java syntax, this is a reference to rely on. "Java in Plain English has become my bible as a Java developer. It's simply indispensable." —Randy Sears, staff programmer at Boston University Updated and expanded to cover the latest Java 1.1 concepts Focus on common programming tasks JDBC tutorial helps you start using Java database features quickly SQL appendix covers most common database commands Expanded

API reference with more examples and improved format Language reference summarizes syntax and Java/C++ differences Concise introduction to Java, including special Java features such as packages, objects, and threads Extensive cross referencing, including an alphabetical cross reference of the Java API by task Useful tables for graphical programming Convenient A–Z reference of all Java keywords, functions, and terms http://www.idgbooks.com

Diving Physiology in Plain English Apr 25 2022 For all divers, beginner through instructor, search and rescue teams, training departments, health care providers, and family. Complex topics translated into understanding. Clear enough for all divers, substance for the advanced.

Chinese in Plain English, Second Edition Jul 17 2021 Next time someone asks if you know how to speak Chinese, you can say Wo zhidao (Waw jr-dow).* With Chinese in Plain English, you can speak Chinese in no time! Its easy-to-use pronunciation system and straightforward presentation of the basics of the language--with plenty of useful sentences--help you break the language barrier quickly and confidently. How? All the words and phrases in this book are written in Roman script--in plain English--in a form you can use immediately and in the right context. Instantly you'll know the basics of Chinese, from polite pleasantries to the latest technological jargon. Start on the right foot and speak Chinese with ease: Good morning! Zaoshang hao! (Zow-shahng how) Thank you! Xiexie! (She-eh-she-eh) Please call the doctor. Qing jiao yiwei yisheng. (Cheeng jee-ow ee-way ee-shuung) Another round, please. Qing zai lai yi-ge. (Cheeng zigh lie ee-guh) Is Beijing hot during the summertime? Beijing-de xiatian re ma? (Bay-jeeng-duh shee-ah-tee-in run mah) I will be here for about two weeks. Wo meiyou yao baoguan-de dongxi. (Waw may-yoe yow bow-gwahn-duh doong-she) *I know!

Effective WritingSep 26 2019 Annotation. 'Effective writing: plain English at work', second edition, is about writing that works: it is based on sound English grammar and plain English style. If you want to write in a way that is clear and meaningful, to avoid writing `gobbledegook¿, and to be able to explain effective writing to others, this book is for you. Through this book you will gain the skills needed to write cohesive paragraphs and to consider your target audience. This updated edition also considers writing emails, material for websites, and other workplace writing that wasn¿t covered in the first edition.- How do you explain to a colleague why their writing `doesn¿t make sense¿?- Why does choice of font matter in a document?- What is appropriate use of social media in the workplace?- Why is white space important in an email and in a printed report?Many such questions are answered here. You can practise writing and check your progress by doing the activities after every topic. Use this book as a self-tutor or as a class textbook.

UNIX in Plain English Dec 10 2020 A guide to the operating system cross references UNIX and DOS commands, alphabetically lists UNIX commands, and details how to manipulate files, program, and network in UNIX

How to Write Plain EnglishFeb 09 2021 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

Loving-Kindness in Plain English May 03 2020 The bestselling author of Mindfulness in Plain English invites us to explore the joyful benefits of living with loving-kindness.

With his signature clarity and warmth, Bhante Gunaratana shares with us how we can cultivate loving-kindness to live a life of joyful harmony with others. Through personal anecdotes, step-by-step meditations, conversational renderings of the Buddha's words in the suttas, and transformative insights into how we live in and relate to the world, we learn that peace here and now is possible—within ourselves and in all our relationships. Bhante G speaks directly to how we can cultivate loving-kindness to find emotional clarity, overcome anger, and become more peaceful—both on and off the meditation cushion.

Crocheting in Plain English Apr 13 2021 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.

Beyond Mindfulness in Plain English Aug 06 2020 Countless people world wide have made Mindfulness in Plain English a beloved and bestselling classic in almost a dozen languages. Now after nearly two decades, Bhante helps meditators of every stripe take their mindfulness practice to the next level - helping them go, in a word, beyond mindfulness. In the same warm, clear, and friendly voice, Bhante introduces the reader to what have been known for centuries as the "jhanas" - deeply calm, joyous, and powerful states of meditation that, when explored with the clearly presented tools in this book, lead to life of insight and unshakeable peace.

Ethics in Plain English Jan 11 2021 This volume brings the American Psychological Association (APA) Ethics Code to life by rendering the official language of its 102 mandatory standards in plain English and providing illuminating case examples of how the standards apply to psychologists' everyday work. While fictional, these cases portray common situations and help the reader understand how ethical problems can suddenly emerge with able and well-meaning professionals even under the most ordinary of circumstances. The cases illustrate competent problem-solving by psychologists faced with ethical dilemmas in a variety of professional roles as well as instances in which inaction or inappropriate action by psychologists place them and those with whom they work at risk.

Oxford Guide to Plain English Jul 29 2022 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 towrite 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.

Modern English Jul 05 2020 When dreams and expectations clash in a flurry of sparks, an actress and an aristocrat find themselves searching for common ground. Lady Victoria Penchant has had enough scandal for one lifetime, and she's sworn off drama for good. But when she makes an unexpected return to her family's castle during high tourist season, drama is exactly what she finds—in the form of a Hollywood film crew and their sharp-tongued, stunning star, Sophia LeBlanc. Sparks of every kind fly from their first encounter, and the drama doubles as Vic's every decision draws her closer to Sophia and further from the expectations of the prestigious position she has been raised to protect. Sophia has worked and scraped and fought her way up from nothing to the brink of stardom. She's spent her career taking direction from rich, pretty, privileged men, and she has no intention of letting some rich, pretty, privileged aristocrat stand in the way now that her wildest dreams are within reach. She vows to stay in control of every situation during filming, but the Lady of the Manor proves to be an unexpectedly stubborn and alluring challenge to the goals she's fought so hard to achieve. As the summer heats up, Vic and Sophia learn they have far more in common than their intense sexual attraction, but will that be enough to overcome the pressures of proud histories and find their way toward a new vision of forever?

Explaining Computers in Plain English for Seniors Jun 23 2019 Your one-stop source for hundreds of easy-to-understand tips, like how to protect your identity and your money, how to store photos and documents online in the cloud, and how to stay in touch with friends and family. Plus, the best way to remember your passwords, a smart strategy to stop telemarketers ? for good ? and easy ways to master your mobile phone and your ?smart? TV. Don?t let technology leave you behind! It?s all here, from easy Google searches to worry-free tips for retirement. Get smart advice for today?s technology, without the complicated computer jargon.

Writing Science in Plain English Jun 27 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.

Plain English Dec 22 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?

It's ONLY Rocket Science Aug 18 2021 Most amateur astronomers – and many of those with similar interests but who are not currently practising observers – have only a sketchy understanding of space flight. This book provides an introduction to its mechanics. The beauty of this book, written by an engineer who is also an accomplished science writer, is that it covers the subject comprehensively, and yet is almost entirely descriptive and non-mathematical. It deals with all aspects of space flight, from how to leave the Earth (including the design of the rocket, mission planning, navigation and communication), to life in space and the effects of weightlessness. The book also includes sections describing how an amateur can track satellites and understand their orbital parameters.

Psychology in Plain English Mar 01 2020 Psychology in Plain English is an easy-to-read, somewhat folksy book describing principles of psychology and how they relate to real life. Dr. Richards uses anecdotes, personal examples, wicked humor, and explanations honed through more than 30 years and more than 700 psychology classes to covers some of his most popular classroom topics. How do we learn fears and phobias, and how can they be removed? Why is punishment not the best learning technique, or even second best? How does psychology differ from common sense? Is it true we only use 10% of our brains? Why do averages often tell us very little? Why does the English language, the language of science, business, and air traffic control, suck big time? Topics run the gamut from the origins of sexuality, practical uses and limitations of punishments and rewards, the origins of fears and phobias, factors that make things funny, keys to human happiness, common human errors in decision making, functions of different parts of the brain, and even what makes psychology psychology to start with. The overall result is a scientifically-supported yet easily understandable

description of some of the more cutting edge research in psychology.

 Korean in Plain English, Second Edition Mar 13 2021 Next time someone asks if you speak Korean, you can say Chugum hal chul amnida (Choe-guum hahl chuul ahm-nee-dah).* With Korean in Plain English, you can speak Korean in no time! Its easy-to-use pronunciation system and straightforward presentation of the basics of the language--with plenty of useful sentences--help you break the language barrier quickly and confidently. How? All the words and phrases in this book are written in Roman script--in plain English--in a form you can use immediately and in the right context. Instantly you'll know the basics of Korean, from polite pleasantries to the latest technological jargon. Start on the right foot and speak Korean with ease: Good morning! Annyong hashim nikka! (Ahn-nyong hah-sheem nee-kkah) Thank you! Kamsahamnida! (Kahm-sah-hahm-nee-dah) That was really a funny movie. Chongmallo usuun yonghwa imnida. (Chahng-mahl-loh uu-sue-uun yahng-hwah eem-nee-dah). Please call the police. Kyongchal-ul pullo chuseyo. (Kyong-chahl-uul puul-lah chuu-say-yoe). May I have some sauce, please? Sosu jom chushipshio (Soh-sue johm chuu-sheep-shee-oh). You are beautiful. Tangshin-un arumdapgunyo (Tahng-sheen-uun ah-rume-dahp-guun-yoe).

 Planning in Plain English Sep 30 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: acronymns, 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 Jun 15 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

John Milton's Paradise Lost, in Plain English Oct 08 2020 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!

ISO 9001:2015 in Plain English May 15 2021 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.

Legal Writing in Plain English Apr 01 2020 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.

Zen Meditation in Plain EnglishOct 20 2021 Written in a warm and accessible style, this 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.

Statistics in Plain English, Fourth EditionAug 30 2022 This introductory textbook provides an inexpensive, brief overview of statistics to help readers gain a better understanding of how statistics work and how to interpret them correctly. Each chapter describes a different statistical technique, ranging from basic concepts like central tendency and describing distributions to more advanced concepts such as "t" tests, regression, repeated measures ANOVA, and factor analysis. Each chapter begins with a short description of the statistic and when it should be used. This is followed by a more in-depth explanation of how the statistic works. Finally, each chapter ends with an example of the statistic in use, and a sample of how the results of analyses using the statistic might be written up for publication. A glossary of statistical terms and symbols is also included. Using the author s own data and examples from published research and the popular media, the book is a straightforward and accessible guide to statistics. New features in the fourth edition include: sets of work problems in each chapter with detailed solutions and additional problems online to help students test their understanding of the material, new ""Work Examples"" to walk students through how to calculate and interpret the statistics featured in each chapter, new examples from the author s own data and from published research and the popular media to help students see how statistics are applied and written about in professional publications, many more examples, tables, and charts to help students visualize key concepts, clarify concepts, and demonstrate how the statistics are used in the real world. a more logical flow, with correlation directly preceding regression, and a combined glossary appearing at the end of the book, a Quick Guide to Statistics, Formulas, and Degrees of Freedom at the start of the book, plainly outlining each statistic and when students should use them, greater emphasis on (and description of) effect size and confidence interval reporting, reflecting their growing importance in research across the social science disciplines an expanded website at www.routledge.com/cw/urdan with PowerPoint presentations, chapter summaries, a new test bank, interactive problems and detailed solutions to the text s work problems, chapter summaries, SPSS datasets for practice, links to useful tools and resources, and videos showing how to calculate statistics, how to calculate and interpret the appendices, and how to understand some of the more confusing tables of output produced by SPSS. " Statistics in Plain English, Fourth Edition" is an ideal guide for statistics, research methods, and/or for courses that use statistics taught at the undergraduate or graduate level, or as a reference tool for anyone interested in refreshing their memory about key statistical concepts. The research examples are from psychology, education, and other social and behavioral sciences. "

Veblen in Plain English Nov 08 2020 This comprehensive introduction to Thorstein

Veblen's economics is intended for the student and the non-specialist. A complete interpretation of Veblen's work is presented.

Beyond Mindfulness in Plain English Oct 27 2019 Every meditation tradition explains that there are two aspects to any effective meditation practice: insight and concentration. In Mindfulness in Plain English, author Bhante Henepola Gunaratana, a monk from Sri Lanka and venerated teacher of Buddhism, offered basic instruction on the meaning of insight (or vipassana) meditation through concepts that could be applied to any tradition. In Beyond Mindfulness in Plain English, he presents the levels of concentration with the same simplicity and humor that made the previous book so successful. The focus here is on the Jhanas, those meditative states of profound stillness and concentration in which the mind becomes fully immersed and absorbed in the chosen object of attention. Using the Jhanas to guide readers along the path to joy, happiness, equanimity, and one-pointedness, the author provides all of the instruction necessary to utilize meditation as a tool for building a more fulfilling life.

Statistics in Plain English Mar 25 2022 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.

XHTML In Plain English Jul 25 2019 This is both an interactive reference and a tutorial with instant access to XHTML through detailed reference sections of key components and a dense tutorial that describes the scripting essentials.

Visual Basic 6 in Plain English Dec 30 2019 Spend less time searching for Visual Basic commands and more time learning them with Visual Basic 6 in Plain English. Featuring a quick-reference format, illustrated tutorials, practical examples, and concise, step-by-step instructions, Visual Basic 6 in Plain English is the ideal guide for busy VB programmers at every level. The book covers such important topics as arrays, controls, forms, classes, objects, properties, data types, operators, debugging commands, and much more.

Oxford Guide to Plain English Sep 18 2021 Provides guidance on writing clearly and effectively, covering such topics as sentence length, active and passive verbs, punctuation, grammar, and proofreading.

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