

Legal Writing In Plain English A Text With

Legal Writing in Plain English Drafting Legal Documents in Plain English Japanese in Plain English Federal Register Writing Science in Plain English Modern Legal Drafting The Complete Guide to Medical Writing Language in Australia Legal Language Translating in Linguistically Diverse Societies Corporate Finance and the Securities Laws The Lawyer's Style Guide Business Communication SEC Docket Edmund M. Burke Persuasive Communication for Science and Technology Leaders The Regulation of Corporate Disclosure UNIX in Plain English Model Business Letters, Emails and Other Business Documents Military Law Review Bryan A. Garner Barbara J. Steadman Boye De Mente Anne E. Greene Peter Butt Mark C. Stuart Suzanne Romaine Peter M. Tiersma Gabriel González Núñez Charles J. Johnson (Jr.) Peter Butt Peter Hartley United States. Securities and Exchange Commission Dan A. Bavlly Stephen Wilbers James Robert Brown Kevin Reichard Shirley Taylor

Legal Writing in Plain English Drafting Legal Documents in Plain English Japanese in Plain English Federal Register Writing Science in Plain English Modern Legal Drafting The Complete Guide to Medical Writing Language in Australia Legal Language Translating in Linguistically Diverse Societies Corporate Finance and the Securities Laws The Lawyer's Style Guide Business Communication SEC Docket Edmund M. Burke Persuasive Communication for Science and Technology Leaders The Regulation of Corporate Disclosure UNIX in Plain English Model Business Letters, Emails and Other Business Documents Military Law Review *Bryan A. Garner Barbara J. Steadman Boye De Mente Anne E. Greene Peter Butt Mark C. Stuart Suzanne Romaine Peter M. Tiersma Gabriel González Núñez Charles J. Johnson (Jr.) Peter Butt Peter Hartley United States. Securities and Exchange Commission Dan A. Bavlly Stephen Wilbers James Robert Brown Kevin Reichard Shirley Taylor*

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

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

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

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

in the second edition of this highly regarded text the authors show how and why traditional legal language has developed the peculiar characteristics that make legal documents inaccessible to the end users incorporating recent research and case law the book provides a critical examination of case law and the rules of interpretation detailed case studies illustrate how obtuse or outdated words phrases and concepts can be rewritten reworked or removed altogether particularly useful is the step by step guide to drafting in the modern style using examples from four types of common legal documents leases company constitutions wills and conveyances readers will gain an appreciation of the historical influences on drafting practice and the use of legal terminology they will learn about the current moves to reform legal language and receive clear instruction on how to make their writing clearer and their legal documents more useful

the complete guide to medical writing is intended to consider all aspects of medical scientific writing in one concise introductory text it explains how to get published how to write for a particular audience or in a particular media what the publishing processes are and what the financial rewards might be

linguists and non linguists will find in this volume a guide and reference source to the rich linguistic heritage of australia

this history of legal language slices through the polysyllabic thicket of legalese the text shows to what extent legalese is simply a product of its past and demonstrates that arcane vocabulary is not an inevitable feature of our legal system

this work is the first book length treatment on translation policy nearly everywhere in the world populations are multilingual and mobile consequently language policies developed by the authorities must include choices about the use or non use of translation this book recognizes that these choices or the absence thereof become policies of their own in terms of translation it builds upon the work of scholars in the fields of translation studies and language planning and policy in order to develop a new theoretical perspective on translation policy in essence the book proposes that translation policy can be understood as the management practice and beliefs surrounding the use of translation the book deals with these issues under european and international law and then explores such management practice and beliefs in the uk as a case study ultimately the reader can find a fuller appreciation of both the importance and complexity of translation policy

corporate finance and the securities laws has been winning over practitioners with its clear andquot how to do itandquot

approach ever since its publication in 1990 this acclaimed guide is now completely updated in this fifth edition to help you meet the challenges of raising capital in today's increasingly regulated marketplace written in plain english by two top experts in the field each with literally hundreds of successful deals under his belt corporate finance and the securities laws is the "go to" resource which explains the mechanics of corporate finance together with the statutes that govern each type of deal you'll receive expert corporate finance analysis procedural guidance and practical securities law pointers every step of the way to help you structure all types of corporate finance deals from public private and offshore offerings to corporate debt restructurings commercial paper programs raising capital and asset based securities transactions root out problems before corporate finance deals are put in motion with heads up input on securities law prohibited practices potential liabilities conflicts of interest due diligence concerns and other red flag issues shepherd transactions through the corporate finance regulatory process with a clear understanding of applicable statutes and their implications in real life situations know what to do when securities law problems crop up and find clear answers to the countless questions that develop in the course of a corporate finance deal close deals raising capital in a timely manner and work shoulder to shoulder with clients to accomplish your corporate finance objectives

clarity and precision in legal writing are essential skills in the practice and study of law this book offers a straightforward practical guide to effective legal style from a world leading expert the book is thoughtfully structured to explain the elements of good legal writing and its most effective use it catalogues all aspects of legal style topic by topic phrase by phrase usage by usage it scrutinises them all suggesting improvements its dictionary arrangement makes it easy to navigate entries cover matters such as abbreviations acronyms active and passive voice brackets bullet points citation methods cross referencing fonts document design footnotes gender neutral language numbering systems plain legal language punctuation the use of latin in law structures for legal advice and documents and techniques for editing and proofreading also covered are many words and phrases that non lawyers find opaque and obscure the aim being to show that lawyers can usually substitute a plain english equivalent that captures the legal nuances of the legalese other topics include ambiguity deeds definitions provisos recitals simplified outlines terms of art tone and the various principles of legal interpretation with an emphasis on technical effectiveness and understanding the book is required reading for all those engaged in the practice and study of law

this is a wide ranging up to date introduction to modern business communication which integrates communication theory and practice and challenges many orthodox views of the communication process as well as developing their own practical skills readers will be able to understand and apply principles of modern business communication among the subjects covered are

interpersonal communication including the use and analysis of nonverbal communication group communication including practical techniques to support discussion and meetings written presentation including the full range of paper and electronic documents oral presentation including the use of electronic media corporate communication including strategies and media the book also offers guidelines on how communication must respond to important organizational issues including the impact of information technology changes in organizational structures and cultures and the diverse multicultural composition of modern organizations this is an ideal text for undergraduates and postgraduates studying business communication and through its direct style and practical relevance it will also satisfy professional readers wishing to develop their understanding and skills

dan bavlly takes a fresh look at how business is supervised and how that system can be improved he begins by assessing the performance of the government regulator and suggests reasons for the failure to prevent many of the debacles of the recent past new fiascoes often engender a spate of legislation but the regulator remains the one who gets away he is simply not accountable and does not shoulder the blame clearly a new definition of regulator responsibility is required drawing on his years of company board and auditing experience bavlly analyzes why the average director cannot do his job and he shows how a complete but feasible overhaul of the way company boards function can help solve this problem bavlly then goes on to explore as an insider the profession of accounting and to show why the cpa should be considered an endangered species along the way bavlly examines many of the difficult issues of contemporary accounting where is the trend of mammoth accounting organizations leading is the addiction to mergers suicidal how is the accounting profession coping with technology what is the relationship between the outside cpa and the corporate internal audit division for each specific flaw in the system bavlly provides a practical remedy the general message is the need for constant reassessment and perhaps a plea to cut all the agencies of corporate governance back to human proportions

persuasive communication for science and technology leaders explore this insightful guide to the development of persuasive leadership skills perfect for students and managers in technical fields many technical managers receive little or no training in the persuasive arts though technically skilled they often lack the ability to engage effectively with an audiences outside their field persuasive communication for science and technology leaders writing and speaking with confidence delivers a thorough treatment of how to connect with audiences whose knowledge values personal experiences ethnic background gender and worldview may differ from their own written in a highly readable and entertaining style this book goes beyond the scope of a standard textbook on persuasive communication its practical lessons illustrate the techniques of effective scientific and technical

writing while emphasizing values based leadership for a more just inclusive and sustainable world a theme that seems particularly pertinent during these times of multiple crises misinformation campaigns and science denial the distinguished speaker and author explores the broader importance of language and explains various techniques for expanding your expressive range and your professional influence he will also teach you methods for conveying information clearly and precisely as well as in ways that inspire and leave a lasting impression you will also benefit from a thorough introduction to knowing and connecting with your audience using voice tone and point of view for results and engaging your reader with compelling openings an exploration of explaining complex technologies clearly succeeding with challenging writing assignments and applying a variety of persuasive strategies for agile responses to a rapidly changing world an examination of speaking effectively while thinking on your feet including how to create a safety net and how to recover from momentary lapses easy to remember guidance on avoiding common language errors that might undermine your credibility or worse yet make people stop listening to you perfect for undergraduate and graduate students in scientific and technical fields such as engineering geology botany climatology and epidemiology persuasive communication for science and technology leaders writing and speaking with confidence will earn a place in the libraries of technical managers and leaders who seek to better connect with their audiences

the regulation of corporate disclosure third edition is a complete and up to date handbook on the issue of corporate disclosure covering the impact of the federal securities laws on both informal communications and the process of communicating with shareholders the third edition expands topics previously covered addressing the legal issues and practical concerns surrounding implementation of the private securities litigation reform act of 1995 the sarbanes oxley act of 2002 and the dodd frank wall street reform and consumer protection act of 2010 the book also has an in depth treatment of management and s discussion and analysis and a something that although appearing in required sec filings involves many of the same difficult and complex issues raised by the informal disclosure process also addressed are sec reforms of the periodic reporting process issues pertaining to stock research analysts and conflicts of interest and various relevant corporate governance requirements and their disclosure implications critical areas analyzed include disclosure requirements and anti fraud provisions the duty to disclose dissemination issues involving materiality disclosure of bad news negotiations dealing with analysts and much more

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

for anyone who wants to communicate effectively in business this is your complete reference guide for any form of written communication packed with over 500 sample documents over 100 tips for better business writing and useful templates you can apply to your writing immediately model business letters will help you put the key rules of good business writing into action

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