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The company is managed by Martin Cutts, author of Lucid Law, the Plain English Lexicon and the Oxford Guide to Plain English. Most of our courses are presented by Ruth Thornton, one of the best writing-skills trainers in the UK and the author of the Adult Learners' Writing Guide (Chambers).

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Martin Cutts conceived and co-founded the Plain English Campaign in 1979. In 1989, he formed Words at Work, a firm which last year ran 140 courses in writing skills for government and business. Currently he runs the Plain Language Commission which conducts research in the field, particularly plain law.

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Martin Cutts, co-founder of the Plain English Campaign, published this book as "The Plain English Guide" in 1996. By the time I first bought it, it was in its third edition. Since then, it's doubled in size but not in price. Its guidelines have been re-organised into 30 chapters, starting with the key techniques.

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Plain English is an essential tool for effective communication. Information transmitted in letters, documents, reports, contracts, and forms is clearer and more understandable when presented in straightforward terms. The Oxford Guide to Plain English provides authoritative guidance on how 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.

Provides guidance on writing clearly and effectively, covering such topics as sentence length, active and passive verbs, punctuation, grammar, and proofreading.

This book offers candid advice and 20 easy-to-follow guidelines covering plain words, sentence length, active and passive verbs, punctuation, planning, and good organization of point. It is an essential guide for anyone who needs to produce written work.

This book shows you how to write for customers and clients in language that's easy to understand. It is a thorough companion to the writing process, with comprehensive guidance and advice on understanding your readers, planning and creating your text, and presenting your words in a good design.The contributor list reads like a who's who of plain language experts. Plain Language in Plain English is a valuable resource for governments, businesses, service providers, and professionals in any field to improve their communication.From organizational guidelines, literacy awareness, and reader expectations, to effective speaking strategies for presentations, Plain Language in Plain English, is a comprehensive tool to have in your ecommunication toolbox.â€

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: Plain.languagel.egalWriting.comOther versions: e-book

This work provides the basic information about grammar and punctuation that people need on a day-to-day basis. Arranged A to Z, it contains entries for standard grammatical terms as well as dealing with specific questions of usage.

This book seeks to change public and legal writing—by making the ultimate case for plain language. The book gathers a large body of evidence for two related truths: using plain language can save businesses and government agencies a ton of money, and plain language serves and satisfies readers in every possible way. The book also debunks the ten biggest myths about plain writing. And it looks back on 40 highlights in plain-language history. Professor Joseph Kimble is a leading international expert on this subject. Here is the book that sums up his important work. His message is vital to every government writer, business writer, and attorney.

This handy guide provides crystal-clear help with writing correctly and appropriately in everyday situations. Arranged alphabetically, the book contains concise entries with guidance on individual words and phrases, and longer entries on broader topics such as overused words, bullet points, and avoiding sexist language.

Early in the history of English, the words "grammar" and "glamour" meant the same thing: the power to charm. Roy Peter Clark, author of Writing Tools, aims to put the glamour back in grammar with this fun, engaging alternative to stuffy instructionals. In this practical guide, readers will learn everything from the different parts of speech to why effective writers prefer concrete nouns and active verbs. THE GLAMOUR OF GRAMMAR gives readers all the tools they need to "live inside the language"—to take advantage of grammar to perfect their use of English, to instill meaning, and to charm through their writing. With this indispensable book, readers will come to see just how glamorous grammar can be.

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