

Chapter 1 : Oxford Guide to Plain English by Martin Cutts (, Paperback) | eBay

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 to help improve your vocabulary, style, grammar, and layout in order to achieve clear writing.

An unnecessarily elaborate enquiry into the statistics of prose. What is a good average sentence length? Want the short answer? As a bit of a science kid in middle school, I tended to stay away from writing as much as I could. When the time came for an essay, I really had to concentrate the full force of my illiterate mind on getting it done. Come hand-in time, I would usually produce something that I was quite proud of, and that got decent marks, but, the same critique always seemed to pop up: You need to give them rests. Two main reasons should affect you into optimising your sentence length: The first is for achieving a smooth rhythm, and the second is to cultivate ease of understanding. Rhythm is one of the most important qualities of a writer. The central factor that creates rhythm is the length of your sentences. If you vary your sentence lengths, you create the potential for rhythm. The second result of efficiently and effectively choosing how many words a sentence should have, is increased understanding. If your sentences are too short, you risk sounding like a 2nd grader and your writings may seem to be choppy and without flow. In order to avoid marathon, comma plagued sentences, and tiny, childlike sentences we can look to the following tips for some guidance: Keep your sentences short, but not overly so. Sometimes a longer sentence is best, sometimes a shorter. Avoid using uniform sentence lengths. Your average word length can affect your ideal sentence length. How many words should a well-written sentence have? As you might expect, there is no perfect. Try to stick to words on average, big words will decrease this number, make sure to vary the length of your sentences. Want to know the some info about your prose? You can calculate all sorts of statistics including sentence length by using Count Wordsworth.

Chapter 2 : Oxford Guide to Plain English by Martin Cutts

Governments and companies around the world have been encouraged to implement plain English in order to communicate information in a clearer, more understandable way. This text is a guide that explains how to write and communicate information clearly.

Chapter 3 : Oxford Guide to Plain English - how to simplify your writing

Oxford Guide to Plain English is written by the research director of the Plain Language Commission. It's presented in a lively and professional manner, and Martin Cutts uses so many real-life examples you know he's speaking from deeply-felt practical experience.

Chapter 4 : Oxford Guide to Plain English, 4th Edition - Download Free EBooks

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.

Chapter 5 : What is a good average sentence length? | Count Wordsworth

Oxford Guide to Plain English by Martin Cutts 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 to help improve your vocabulary, style, grammar, and layout in order to achieve clear writing.

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Chapter 6 : Oxford Guide to Plain English - Martin Cutts - Oxford University Press

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.

Chapter 7 : Oxford Paperback Reference: Oxford Guide to Plain English by Martin Cutts (, Paperback) | eBook

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Chapter 8 : Download [PDF] Oxford Guide To Plain English Free Online | New Books in Politics

In the Oxford Guide To Plain English, Martin Cutts suggests: "Over the whole document, make the average sentence length words." Keep an eye on your rhythm. Sometimes a longer sentence is best, sometimes a shorter.

Chapter 9 : Oxford Guide To Plain English Oxford Paperback Reference | Download PDF EPUB eBook

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.