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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 Book of Proverbs is the key book in the Bible that teaches us wisdom; "the single, most important thing in life we could ever achieve". If we not only read the book, but put the advice to work in our lives, we can truly become wise. Frank realized that most people have a difficult time interpreting the Bible and never get the full understanding of what the passages are trying to get across to us. "If we don't fully understand what we are reading, how can we apply the advice to our lives?", was his question. With this in mind, he took three different Bible interpretations of the Book of Proverbs, studied each passage and rewrote them in "plain English", without changing the meanings of the passages, so all could get the full understanding. In this book you will find the simplest format, easiest wording, a daily calendar guide, word index and explanations for hard to understand passages. You will have such ease reading and actually comprehending what you are reading, that you will be amazed the simplicity to interpret. Although the Book of Proverbs was written nearly 3,000 years ago, you will find how relevant these words of wisdom are in our lives today. Prov 1:2--"The purpose of these Proverbs is to teach wisdom, give instruction and perceive words of understanding." 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. 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 contracts. 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.

You've probably heard of Sir John Falstaff--but you don't really quite know him until you see him comedically in Shakespeare's "The Merry Wives of Windsor." He's a real comedian...that is if you can understand what he's talking about! If you have struggled in the past reading Shakespeare, then BookCaps can help you out. This book is a modern translation of The Merry Wives of Windsor. The original text is also presented in the book, along with a comparable version of both text. We all need refreshers every now and then. Whether you are a student trying to cram for that big final, or someone just trying to understand a book more, BookCaps can help. We are a small, but growing company, and are adding titles every month.

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 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. 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! 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 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. 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: 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." 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 Provides guidance on writing clearly and effectively, covering such topics as sentence length, active and passive verbs, punctuation, grammar, and proofreading. 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. " R. J. Adams is an instructor in the Communication Arts Department at Kalamazoo Valley Community College, where he teaches technical writing and composition courses. 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. 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

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.

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?

With haircoloring the fastest growing service in the salon industry today, you owe it to yourself to learn what it takes to become an expert colorist. This new, full-color book will provide readers with a thorough understanding of haircoloring concepts emphasizing practical, universal methods for success. From color theory and principles to corrective procedures and promotional techniques, you will learn what it takes to ensure a strong and steady stream of clients and maximize your revenue potential. This book presents information in an accurate, easy to understand manner and provides real-life examples to insure usefulness and practicality. An excellent, practical introduction to Zen meditation. Written in a warm and easily accessible style, the book appeals to anyone with an interest in meditation, Zen, or, as is often the case today, a combination of the two. The 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. The book includes easily followed exercises to help the reader along. For anyone looking to uncover a clear and insightful path into the philosophy and practice of Zen meditation, this book represents the culmination of that search. Based on several new translations of the I Ching, this groundbreaking interpretation explores the meaning of the ancient text and places it within the context of contemporary experience. Once used for consultation and guidance, this spiritual classic has come to emphasize inner development, relationship connections, the management of daily life changes, and the balance and harmony available in philosophies and actions. This edition's condensed commentary on coins and hexagrams allows for quick and easy consultation. 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. This is the first book to examine murder through the written word—not only the writings of the killers themselves, but also the story of murder as told in literary fiction and the crime dramas that are now a staple of film and television. The authors—a criminologist specializing in cold cases, written evidence, and forensic science, and an anthropologist who has dealt with the signs and ciphers of organized crime and street gangs in his previous work—are widely recognized experts in this emerging specialty field. Based on extensive research and interviews with convicted murderers, the book emphasizes the often-overlooked narrative impulse that drives killers, with the authors explaining how both mass and serial murderers perceive their crimes as stories and why a select few are compelled to commit these stories to writing whether before, during, or after their horrific acts. The book also analyzes the written work of killers, using a combination of machine-based linguistic patterning, predictive modeling, and symbolic interpretation, to make sense of the screeds of everyone from the Son of Sam and the Zodiac Killer to the Columbine attackers, the Unabomber, and the recent spate of mass shooters using social media as their preferred narrative platform. They present a theoretical perspective of murder that is based on both the criminological evidence and written works. In addition, the authors examine famous literature that has dealt ingeniously with murder and its relationship with real crime, from the Greek tragedians to Truman Capote to modern-day productions such as *Making a Murderer*. This unique approach offers a new means to penetrate the minds of murderers, revealing their motives as well as the wider social meanings of this age-old crime and our continuing fascination with it. 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). 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. Here is the only book that teaches the non-expert how to use AutoCAD's powerful internal programmer to solve common drawing problems. AutoCAD users will save hours of work—and countless headaches—on the strength of the advice offered in this expert guide. With this book, "you can speak Japanese 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." - back cover. A handbook of rules for English usage and grammar. 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. DigiCat Publishing presents to you this special edition of "Plain English" by Marian Wharton. DigiCat Publishing considers every written word to be a legacy of humankind. Every DigiCat book has been carefully reproduced for republishing in a new modern format. The books are available in print, as well as ebooks. DigiCat hopes you will treat this work with the acknowledgment and passion it deserves as a classic of world literature. 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. 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. An introduction to knitting covers patterns, gauges, yarns, needles, types of construction, casting on and off, increases, decreases, buttonholes, hems, color, pattern stitching, blocking, and alterations Commonsense advice on all aspects of crocheting ranges from the basics for beginners to perfecting techniques for the advanced crocheter, and from selecting threads and yarns to blocking, cleaning, and storing crocheted articles With notes that expound on ideas or share insights, and key concepts before each chapter, this book is a useful tool for students of all ages. Quickly and easily gain a better grasp on the stories, timelines, and relationships within "the keystone of our religion" with this book that's perfect for the whole family. 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 communication toolbox. 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.

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