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PENGUIN REFERENCE

# The Complete Plain Words

**Sir Ernest Gowers**



## **The Complete Plain Words:**

*The Complete Plain Words* Ernest Gowers, Sidney Greenbaum, 1986 Copies are supplied from TSO's On Demand Publishing Service The diskette Gowers plain words for processors ISBN 0115264965 is based on this book *Plain Words* Rebecca Gowers, Ernest Gowers, 2014-03-27 Be short be simple be human When Sir Ernest Gowers first wrote *Plain Words* it was intended simply as a guide to the proper use of English for the Civil Service Within a year however its humour charm and authority had made it a bestseller Since then it has never been out of print Six decades on writer Rebecca Gowers has created a new edition of this now classic work that both revises and celebrates her great grandfather's original *Plain Words* has been updated to reflect numerous changes in English usage yet Sir Ernest's distinctive witty voice is undimmed And his message remains vital our writing should be as clear and comprehensible as possible avoiding superfluous words and clichés from the jargon of commercialese to the murky euphemisms of politicians In a new preface this edition draws on an extensive private archive previously hidden away in family cupboards and attics to tell the story behind a book that has become an institution the essential guide to making yourself understood *The Complete Plain Words!....* Ernest Arthur Gowers (Sir), 1973 ***The Complete Plain Words***, 1977 ***The Complete Plain Words*** Sir Ernest Gowers, 1981 *The Complete Plain Words* Sir Ernest Arthur Gowers, 1962 ***The Complete Plain Words. (A Reconstruction of ... Plain Words and ABC of Plain Words.)*** Sir Ernest Arthur Gowers (G.C.B.), 1954 *The Complete Plain Words of Sir Ernest Gowers* Ernest Gowers, 1966 ***Complete Plain Words*** Sir Ernest Gowers, Great Britain. Her Majesty's Stationery Office, Sir Bruce Fraser, 1954 *Plain Words* Ernest Gowers, Rebecca Gowers, 2014 Be Sort Be Simple Be Human When Sir Ernest Gowers first wrote *Plain Words* it was intended simply as a guide to the proper use of English for the Civil Service Within a year however its humour charm and authority had made it a bestseller Since then it has never been out of print Six decades on writer Rebecca Gowers has created a new edition of this now classic work that both revises and celebrates her great grandfather's original *Plain Words* has been updated to reflect numerous changes in English usage yet Sir Ernest's distinctive witty voice is undimmed And his message remains vital our writing should be as clear and comprehensible as possible avoiding superfluous words and clichés from the jargon of commercialese to the murky euphemisms of politicians In a new preface this edition draws on an extensive private archive previously hidden away in family cupboards and attics to tell the story behind a book that has become an institution the essential guide to making yourself understood *Plain words.* *The complete Plain words* Ernest Gowers, 1954 ***The complete plain words*** Ernest Gowers, 1951 *The Complete Plain Words ... Revised Edition by Sir Bruce Fraser.* Ernest Gowers, 1973 *Plain Words* Sir Ernest Gowers, 1952 *The Complete Plain Words. - 2nd Ed*, 1973 *Professional Report Writing* Simon Mort, 1995 Simon Mort provides practical guidance on such topics as deciding the format structuring a report stylistic pitfalls and how to avoid them making the most of illustrations ensuring a consistent layout The theme throughout is fitness for purpose and the text is enriched by a wide

variety of examples drawn from business industry and government Simon Mort's book is an indispensable reference work for managers civil servants local government officers consultants and professionals of every kind

**The Complete Plain Words** Gowers Earnest, Sir Bruce Fraser, 1979 Plain words: their ABC Ernest Arthur Gowers (Sir), 1954 Forms of Reduced English Massimo Laganà, 2023-12-15 This book illustrates the objectives and assumptions as well as the construction techniques and the structure of some of the most interesting forms of reduced English including Basic English Special English Plain English Simplified English Easy English Specialized English Nuclear English Globish and Basic Global English Although they have different cultural approaches and are aimed at communication purposes which are not always homogeneous and are sometimes divergent all the studies underpinning these projects share a common goal bearing in mind the globalization processes of the contemporary world their primary aim is to use English as a starting point from which to build a language tool to be employed as a lingua franca for effective and adequate international communication in economic scientific and cultural fields The book is primarily intended for students and scholars interested in the various attempts that have been made to simplify the English language in order to make it universally available for a simple effective and global communication

**English Usage Guides** Ingrid Tieken-Boon van Ostade, 2018 This volume explores both historical and current issues in English usage guides or style manuals Chapters look at how and why these guides are compiled and by whom what sort of advice they contain how they differ from grammars and dictionaries and how attitudes to usage have changed

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