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KEY=GUIDE - CHERRY HOWARD

THE GOVERNMENT MANAGER'S GUIDE TO PLAIN LANGUAGE

Berrett-Koehler Publishers The ability to write well correlates highly with the ability to think well—to analyze information, weigh alternatives, and make decisions. Government managers must make instructions and policies clear to employees, give effective presentations, and communicate effectively with the public. In addition, government managers must model clear, effective writing for their staffs. A comprehensive chapter on using social media effectively and appropriately is included.

THE IMPACT OF PLAIN LANGUAGE ON LEGAL ENGLISH IN THE UNITED KINGDOM

Taylor & Francis This volume offers insights into the ways in which plain language has influenced the language of the law in the United Kingdom, critically reflecting on its historical development and future directions. The book opens with an overview of the theoretical frameworks underpinning plain language and a brief history of plain language initiatives as a foundation from which to outline ongoing debates on the opportunities and challenges of using plain language in the legal domain. The volume details strands where plain language has had considerable impact thus far on legal English in the UK, notably in legislative drafting, but it also explores areas in which plain language has made fewer inroads, such as the language of court judgments and that of online terms and conditions. The book looks ahead to unpack highly topical areas within the plain language debate, including the question of design and visualisation and the ramifications of digitalisation, contributing to ongoing conversations on the importance of plain language both in the UK and beyond. This book will be of particular interest to students and scholars interested in the intersection of language and the law as well as related disciplinary areas such as applied linguistics and English for Specific Purposes.

STYLE GUIDE FOR VOTING SYSTEM DOCUMENTATION

DIANE Publishing This style guide is a product of the voting system standards and test methods research at NIST. The most recent version of the tech. standard, the Voluntary Voting System Guidelines of Aug. 2007, contains requirements for the usability of documentation used by poll workers and election support staff. The approach to testing these requirements has two components: (1) Style guide incorporating best practices for voting system documentation; (2) Test protocol for voting system test labs. to use to measure the usability of instructions supplied by voting system manufacturers for election workers. This style guide sets out guidelines for voting system manufacturers to use to implement best practices in their documentation for poll workers and election support staff.

ASSISTIVE TECHNOLOGY RESEARCH, PRACTICE, AND THEORY

IGI Global "This book presents cutting-edge research in the field of assistive technologies, including both theoretical frameworks and empirical research to benefit individuals with motor and cognitive disabilities"--Provided by publisher.

OXFORD GUIDE TO PLAIN ENGLISH

Oxford University Press, USA "Explains how to plan, organize, and structure your writing. Helps you master plain English and improve your writing with expert advice on vocabulary, style, punctuation, grammar, and proofreading Provides advice on avoiding jargon and clichés, and practical, up-to-date guidance on writing in an inclusive manner Shows you how it's done with hundreds of real examples, including 'before' and 'after' versions"--

THE FEDERALIST PAPERS

Read Books Ltd Classic Books Library presents this brand new edition of "The Federalist Papers", a collection of separate essays and articles compiled in 1788 by Alexander Hamilton. Following the United States Declaration of Independence in 1776, the governing doctrines and policies of the States lacked cohesion. "The Federalist", as it was previously known, was constructed by American statesman Alexander Hamilton, and was intended to catalyse the ratification of the United States Constitution. Hamilton recruited fellow statesmen James Madison Jr., and John Jay to write papers for the compendium, and the three are known as some of the Founding Fathers of the United States. Alexander Hamilton (c. 1755–1804) was an American lawyer, journalist and highly influential government official. He also served as a Senior Officer in the Army between 1799-1800 and founded the Federalist Party, the system that governed the nation's finances. His contributions to the Constitution and leadership made a significant and lasting impact on the early development of the nation of the United States.

MODEL RULES OF PROFESSIONAL CONDUCT

American Bar Association The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.

AN INTRODUCTION TO THE GEOGRAPHY OF TOURISM

Rowman & Littlefield Tourism is an astonishingly complex phenomenon that is becoming an ever-greater part of life in today's global world. This clear and engaging text introduces students to this vast and diverse subject through the lens of geography, the only field with the breadth to consider all of the aspects, activities, and perspectives that constitute tourism.

PROPHETS AND GHOSTS

THE STORY OF SALVAGE ANTHROPOLOGY

Harvard University Press A searching account of nineteenth-century salvage anthropology, an effort to preserve the culture of "vanishing" Indigenous peoples through dispossession of the very communities it was meant to protect. In the late nineteenth century, anthropologists, linguists, archaeologists, and other chroniclers began amassing Indigenous cultural objects—crafts, clothing, images, song recordings—by the millions. Convinced that Indigenous peoples were doomed to disappear, collectors donated these objects to museums and universities that would preserve and exhibit them. Samuel Redman dives into the archive to understand what the collectors deemed the tradition of the "vanishing Indian" and what we can learn from the complex legacy of salvage anthropology. The salvage catalog betrays a vision of Native cultures clouded by racist assumptions—a vision that had lasting consequences. The collecting practice became an engine of the American museum and significantly shaped public education and preservation, as well as popular ideas about Indigenous cultures. Prophets and Ghosts teases out the moral challenges inherent in the salvage project. Preservationists successfully maintained an important human inheritance, sometimes through collaboration with Indigenous people, but collectors' methods also included outright theft. The resulting portrait of Indigenous culture reinforced the public's confidence in the hierarchies of superiority and inferiority invented by "scientific" racism. Today the same salvaged objects are sources of invaluable knowledge for researchers and museum visitors. But the question of what should be done with such collections is nonetheless urgent. Redman interviews Indigenous artists and curators, who offer fresh perspectives on the history and impact of cultural salvage, pointing to new ideas on how we might contend with a challenging inheritance.

A SHORT GUIDE TO POST-EDITING

Language Science Press Artificial intelligence is changing and will continue to change the world we live in. These changes are also influencing the translation market. Machine translation (MT) systems automatically transfer one language to another within seconds. However, MT systems are very often still not capable of producing perfect translations. To achieve high quality translations, the MT output first has to be corrected by a professional translator. This procedure is called post-editing (PE). PE has become an established task on the professional translation market. The aim of this text book is to provide basic knowledge about the most relevant topics in professional PE. The text book comprises ten chapters on both theoretical and practical aspects including topics like MT approaches and development, guidelines, integration into CAT tools, risks in PE, data security, practical decisions in the PE process, competences for PE, and new job profiles.

ENGLISH AS A GLOBAL LANGUAGE

Cambridge University Press David Crystal's classic English as a Global Language considers the history, present status and future of the English language, focusing on its role as the leading international language. English has been deemed the most 'successful' language ever, with 1500 million speakers internationally, presenting a difficult task to those who wish to investigate it in its entirety. However, Crystal explores the subject in a measured but engaging way, always backing up observations with facts and figures. Written in a detailed and fascinating manner, this is a book written by an expert both for specialists in the subject and for general readers interested in the English language.

THE ROUTLEDGE HANDBOOK OF SPANISH TRANSLATION STUDIES

Routledge Written by leading experts in the area, The Routledge Handbook of Spanish Translation Studies brings together original contributions representing a culmination of the extensive research to-date within the field of Spanish Translation Studies. The Handbook covers a variety of translation related issues, both theoretical and practical, providing an overview of the field and establishing directions for future research. It starts by looking at the history of translation in Spain, the Americas during the colonial period and Latin America, and then moves on to discuss well-established areas of research such as literary translation and audiovisual translation, at which Spanish researchers have excelled. It also provides state-of-the-art information on new topics such as the interface between translation and humour on the one hand, and the translation of comics on the other. This Handbook is an indispensable resource for postgraduate students and researchers of translation studies.

DOCUMENT DRAFTING HANDBOOK

THE ROUTLEDGE HANDBOOK OF ENGLISH FOR ACADEMIC PURPOSES

Routledge The Routledge Handbook of English for Academic Purposes provides an accessible, authoritative and comprehensive introduction to English for Academic Purposes (EAP), covering the main theories, concepts, contexts and applications of this fast growing area of applied linguistics. Forty-four chapters are organised into eight sections covering: Conceptions of EAP Contexts for EAP EAP and language skills Research perspectives Pedagogic genres Research genres Pedagogic contexts Managing learning Authored by specialists from around the world, each chapter focuses on a different area of EAP and provides a state-of-the-art review of the key ideas and concepts. Illustrative case studies are included wherever possible, setting out in an accessible way the pitfalls, challenges and opportunities of research or practice in that area. Suggestions for further reading are included with each chapter. The Routledge Handbook of English for Academic Purposes is an essential reference for advanced undergraduate and postgraduate students of EAP within English, Applied Linguistics and TESOL.

THE ASSOCIATED PRESS STYLEBOOK 2015

Basic Books A fully revised and updated edition of the bible of the newspaper industry

STUDIES IN THE HISTORY OF CELTIC PRONOUNS AND PARTICLES

CHURCH HISTORY IN PLAIN LANGUAGE

Thomas Nelson Incorporated Traces the history of the Church, focusing on the motivations of its founders, conflicts, key figures, and defining events over the centuries.

EDUCATION IN THE FORMING OF AMERICAN SOCIETY

NEEDS AND OPPORTUNITIES FOR STUDY

W. W. Norton & Company

BEST PRACTICES OF LITERACY LEADERS

KEYS TO SCHOOL IMPROVEMENT

Guilford Press This book has been replaced by Best Practices of Literacy Leaders, Second Edition, ISBN 978-1-4625-4228-4.

HANDBOOK OF EASY LANGUAGES IN EUROPE

Frank & Timme GmbH The Handbook of Easy Languages in Europe describes what Easy Language is and how it is used in European countries. It demonstrates the great diversity of actors, instruments and outcomes related to Easy Language throughout Europe. All people, despite their limitations, have an equal right to information, inclusion, and social participation. This results in requirements for understandable language. The notion of Easy Language refers to modified forms of standard languages that aim to facilitate reading and language comprehension. This handbook describes the historical background, the principles and the practices of Easy Language in 21 European countries. Its topics include terminological definitions, legal status, stakeholders, target groups, guidelines, practical outcomes, education, research, and a reflection on future perspectives related to Easy Language in each country. Written in an academic yet interesting and understandable style, this Handbook of Easy Languages in Europe aims to find a wide audience.

HANDBOOK OF RESEARCH ON MODERN EDUCATIONAL TECHNOLOGIES, APPLICATIONS, AND MANAGEMENT

IGI Global As technology and technological advancements become a more prevalent and essential aspect of daily and business life, educational institutions must keep pace in order to maintain relevance and retain their ability to adequately prepare students for their lives beyond education. Such institutions and their leaders are seeking relevant strategies for the implementation and effective use of new and upcoming technologies and leadership strategies to best serve students and educators within educational settings. As traditional education methods become more outdated, strategies to supplement and bolster them through technology and effective management become essential to the success of institutions and programs. The Handbook of Research on Modern Educational Technologies, Applications, and Management is an all-encompassing two-volume scholarly reference comprised of 58 original and previously unpublished research articles that provide cutting-edge, multidisciplinary research and expert insights on advancing technologies used in educational settings as well as current strategies for administrative and leadership roles in education. Covering a wide range of topics including but not limited to community engagement, educational games, data management, and mobile learning, this publication provides insights into technological advancements with educational applications and examines forthcoming implementation strategies. These strategies are ideal for teachers, instructional designers, curriculum developers, educational software developers, and information technology specialists looking to promote effective learning in the classroom through cutting-edge learning technologies, new learning theories, and successful leadership tactics. Administrators, educational leaders, educational policymakers, and other education professionals will also benefit from this publication by utilizing the extensive research on managing educational institutions and providing valuable training and professional development initiatives as well as implementing the latest administrative technologies. Additionally, academicians, researchers, and students in areas that include but are not limited to educational technology, academic leadership, mentorship, learning environments, and educational support systems will benefit from the extensive research compiled within this publication.

THE MULTILINGUAL ORIGINS OF STANDARD ENGLISH

Walter de Gruyter GmbH & Co KG Textbooks inform readers that the precursor of Standard English was supposedly an East or Central

Midlands variety which became adopted in London; that monolingual fifteenth century English manuscripts fall into internally-cohesive Types; and that the fourth Type, dating after 1435 and labelled 'Chancery Standard', provided the mechanism by which this supposedly Midlands variety spread out from London. This set of explanations is challenged by taking a multilingual perspective, examining Anglo-Norman French, Medieval Latin and mixed-language contexts as well as monolingual English ones. By analysing local and legal documents, mercantile accounts, personal letters and journals, medical and religious prose, multiply-copied works, and the output of individual scribes, standardisation is shown to have been preceded by supralocalisation rather than imposed top-down as a single entity by governmental authority. Linguistic features examined include syntax, morphology, vocabulary, spelling, letter-graphs, abbreviations and suspensions, social context and discourse norms, pragmatics, registers, text-types, communities of practice social networks, and the multilingual backdrop, which was influenced by shifting socioeconomic trends.

THE HISTORY OF POLITICAL AND SOCIAL CONCEPTS

A CRITICAL INTRODUCTION

Oxford University Press on Demand Since the 1960s, German scholars have developed distinctive methods for writing the history of political, social, and philosophical concepts. This work is a critical introduction to this emerging genre: the history of political and social concepts, or Begriffsgeschichte.

PLAIN TEXT

THE POETICS OF COMPUTATION

Stanford University Press This book challenges the ways we read, write, store, and retrieve information in the digital age. Computers—from electronic books to smart phones—play an active role in our social lives. Our technological choices thus entail theoretical and political commitments. Dennis Tenen takes up today's strange enmeshing of humans, texts, and machines to argue that our most ingrained intuitions about texts are profoundly alienated from the physical contexts of their intellectual production. Drawing on a range of primary sources from both literary theory and software engineering, he makes a case for a more transparent practice of human–computer interaction. Plain Text is thus a rallying call, a frame of mind as much as a file format. It reminds us, ultimately, that our devices also encode specific modes of governance and control that must remain available to interpretation.

SCHOOL LIBRARY JOURNAL

COMPREHENSIVE LITERACY BASICS

AN ANTHOLOGY BY CAPSTONE PROFESSIONAL

Capstone Teaching English language arts at grades K-5 is both a science and an art. Educators must teach literacy skills and content with best practices, while also keeping focus on each student's individual needs. They are challenged to monitor students working independently while also conducting small group instruction. And they must focus on providing differentiated support with a rather complicated text. With increased attention to rigor, requirements, and personalized instruction, it can be a challenge to make sure all students are receiving instruction that is just right. Comprehensive Literacy Basics: An Anthology by Capstone Professional contains useful tips to support educators. Chapters focus on each part of the literacy and language arts block, including whole group, small group, writing, and differentiation. A collection of expert authors specializing in literacy and language arts instruction contributed chapters to the book. The quick tips and suggestions within will reinforce current practices while providing an invaluable go-to reference. FAMIS #902792539

RESOURCES IN EDUCATION

STRENGTHENING FORENSIC SCIENCE IN THE UNITED STATES

A PATH FORWARD

National Academies Press Scores of talented and dedicated people serve the forensic science community, performing vitally important work. However, they are often constrained by lack of adequate resources, sound policies, and national support. It is clear that change and advancements, both systematic and scientific, are needed in a number of forensic science disciplines to ensure the reliability of work, establish enforceable standards, and promote best practices with consistent application. Strengthening Forensic Science in the United States: A Path Forward provides a detailed plan for addressing these needs and suggests the creation of a new government entity, the National Institute of Forensic Science, to establish and enforce standards within the forensic science community. The benefits of improving and regulating the forensic science disciplines are clear: assisting law enforcement officials, enhancing homeland security, and reducing the risk of wrongful conviction and exoneration. Strengthening Forensic Science in the United States gives a full account of what is needed to advance the forensic science disciplines, including upgrading of systems and organizational structures, better training, widespread adoption of uniform and enforceable best practices, and mandatory certification and accreditation programs. While this book provides an essential call-to-action for congress and policy makers, it also serves as a vital tool for law enforcement agencies, criminal prosecutors and attorneys, and forensic science educators.

THE NEURODIVERGENT JOB CANDIDATE

RECRUITING AUTISTIC PROFESSIONALS

Routledge This book provides guidance on recruiting, interviewing, and onboarding practices that will allow employers to successfully

hire neurodivergent professionals into inclusive, competitive employment. Today, 35% of 18-year-olds with an autism spectrum diagnosis attend college, yet they have a 75–85% under-employment and unemployment rate after graduation. While organizations are looking to expand their diversity and inclusion hiring efforts to include neurodivergent professionals, current recruiting and interviewing practices in general are not well-suited to this. With over one-third of the US population identifying as neurodivergent, employers need to address how to attract this talent pool to take advantage of a meaningful segment of the workforce. Readers of this book will gain an understanding of how to guide their organizations through the creation of recruiting, interviewing, and onboarding processes tailored to neurodivergent professionals in any field. Written by authors with extensive experience working in the corporate world and consulting with Fortune 1000 companies on autism hiring efforts, this book is targeted at employers, acknowledging their perspective. Structured as a reference guide for busy recruiters, hiring managers, and supervisors, this book can be read in its entirety, in relevant sections as needed, or used as a refresher whenever necessary. This book also provides a background on the thinking styles of autistic individuals, giving the reader a deeper understanding of how to best support neurodivergent jobseekers.

INQUIRY-BASED LEARNING FOR THE ARTS, HUMANITIES AND SOCIAL SCIENCES

A CONCEPTUAL AND PRACTICAL RESOURCE FOR EDUCATORS

Emerald Group Publishing This volume is the second in the series covering the many issues and concepts of how inquiry-based learning (IBL) can be applied to arts, humanities and social sciences programs.

FREEDOM OF INFORMATION IN A POST 9-11 WORLD

Routledge "Freedom of Information in a Post 9-11 World" is, to date, the first international scholarly examination of the impact of the terrorist attack on the United States in terms of how it may alter academic and corporate research, as well as the sharing of information generated by that research, by international colleagues in technological fields. The collection of essays brings together a widely varied panel of communications experts from different backgrounds and cultures to focus their expertise on the ramifications of this world-changing event. Drawing upon the related but separate disciplines of law, interpersonal communication, semiotics, rhetoric, management, information sciences, and education, the collection adds new insight to the potential future challenges high-tech professionals and academics will face in a global community that now seems much less communal than it did prior to September 11, 2001.

MANUAL OF CLINICAL PHONETICS

Routledge This comprehensive collection equips readers with a state-of-the-art description of clinical phonetics and a practical guide on how to employ phonetic techniques in disordered speech analysis. Divided into four sections, the manual covers the foundations of phonetics, sociophonetic variation and its clinical application, clinical phonetic transcription, and instrumental approaches to the description of disordered speech. The book offers in-depth analysis of the instrumentation used in articulatory, auditory, perceptual, and acoustic phonetics and provides clear instruction on how to use the equipment for each technique as well as a critical discussion of how these techniques have been used in studies of speech disorders. With fascinating topics such as multilingual sources of phonetic variation, principles of phonetic transcription, speech recognition and synthesis, and statistical analysis of phonetic data, this is the essential companion for students and professionals of phonetics, phonology, language acquisition, clinical linguistics, and communication sciences and disorders.

THE OXFORD HANDBOOK OF AMERICAN FOLKLORE AND FOLKLIFE STUDIES

Oxford University Press, USA "This handbook surveys the materials, approaches, contexts, and applications of American folklore and folklife studies to guide students and scholars of American folklore, culture, history, and society in the future. In addition to longstanding areas in the 350-year legacy of the subject's study and applications such as folktales and speech, the handbook includes exciting fields that have emerged in the twenty-first century such as the Internet, bodylore, folklore of organizations and networks, sexual orientation, neurodiverse identities, and disability groups. These studies encompass cultural traditions in the United States ranging from bits of slang in private conversations to massive public demonstrations, ancient beliefs to contemporary viral memes, and a simple handshake greeting to festivals encompassing multiple genres and groups. Folklore and folklife studies include material traditions such as buildings and crafts as well as oral and social genres of dance, ritual, drama, and play. Whereas the use of lore often emphasizes speech, song, and story that all people express, the rhetoric of life draws attention to tradition-centered communities such as the Amish and Hasidim, occupational groups and their workaday worlds, and children and other age groups. Significant to the American context has been the cultural diversity and changing national boundaries of the United States, relative youth of the nation and its legacy of mass immigration, mobility of residents and their relation to an indigenous and racialized population, and a varied landscape and settlement pattern. The handbook is a reference, therefore, to American studies as well as the global study of tradition, folk arts, and cultural practice"--

PRAIRIES AND PLAINS

THE REFERENCE LITERATURE OF A REGION

Kws Pub Prairies and Plains is an analysis of the reference sources—encyclopedias, bibliographies, biographies, almanacs, dictionaries—that readers and researchers will need to prepare class papers, resolve queries, and develop strategies for investigating questions regarding the history and culture of the Prairies and Plains region.

HANDBOOK OF PRAGMATICS

24TH ANNUAL INSTALLMENT

John Benjamins Publishing Company This encyclopaedia of one of the major fields of language studies is a continuously updated source of state-of-the-art information for anyone interested in language use. The IPrA Handbook of Pragmatics provides easy access – for scholars with widely divergent backgrounds but with convergent interests in the use and functioning of language – to the different topics, traditions and methods which together make up the field of pragmatics, broadly conceived as the cognitive, social and cultural study of language and communication, i.e. the science of language use. The Handbook of Pragmatics is a unique reference work for researchers, which has been expanded and updated continuously with annual installments since 1995. Also available as Online Resource: https://benjamins.com/online/hop

AUSTRALIA'S POISONOUS PLANTS, FUNGI AND CYANOBACTERIA

A GUIDE TO SPECIES OF MEDICAL AND VETERINARY IMPORTANCE

CSIRO PUBLISHING Australia's Poisonous Plants, Fungi and Cyanobacteria is the first full-colour, comprehensive guide to the major natural threats to health in Australia affecting domestic and native animals and humans. The overriding aim of the book is to prevent poisoning, as there are few effective treatments available, particularly in domestic animals. The species have been chosen because of their capacity to threaten life or damage important organs, their relative abundance or wide distribution in native and naturalised Australian flora, or because of their extensive cultivation as crops, pastures or in gardens. These include flowering plants, ferns and cone-bearing plants, macrofungi, ergot fungi and cyanobacteria. The plant species are grouped by life form such as herbs, grasses and sedges, shrubs, trees, and for flowering plants by flower type and colour for ease of identification. Species described have colour photographs, distribution maps and notes on confusing species, habitats, toxins, animals affected, conditions of poisoning, clinical signs and symptoms, post mortem changes, therapy, prevention and control. Symbols are used for quick reference to poisoning duration and available ways of managing poisoning. As further aids to understanding, poisoning hot-spots are highlighted and the book lists plants under the headings of animals affected and organs affected. A Digest gives brief details for all poisonous species in Australia. This book is written in a straightforward style making it accessible to a wide audience including farmers, veterinarians, agricultural advisors, gardeners, horticulturists, botanists and park rangers, medical practitioners and paramedics, teachers, parents and pet owners. First published in 2012 as a hardback and made available in eBook format in 2020.

LANGUAGE, CULTURE, AND EDUCATION

CHALLENGES OF DIVERSITY IN THE UNITED STATES

Cambridge University Press Exploring language, culture and education among immigrants in the United States, this volume discusses the range of experiences in raising children with more than one language in major ethno-linguistic groups in New York. Research and practice from the fields of speech-language pathology, bilingual education, and public health in immigrant families are brought together to provide guidance for speech-language pathologists in differentiating language disorders from language variation, and for parents on how to raise their children with more than one language. Commonalities among dissimilar groups, such as Chinese, Korean, and Hispanic immigrants are analyzed, as well as the language needs of Arab-Americans, the home literacy practices of immigrant parents who speak Mixteco and Spanish, and the crucial role of teachers in bridging immigrants' classroom and home contexts. These studies shed new light on much-needed policy reforms to improve the involvement of culturally and linguistically diverse families in decisions affecting their children's education.

CONTROLLING LANGUAGE IN INDUSTRY

CONTROLLED LANGUAGES FOR TECHNICAL DOCUMENTS

Springer This book provides an in-depth study of controlled languages used in technical documents from both a theoretical and practical perspective. It first explores the history of controlled languages employed by the manufacturing industry to shape and constrain the information in technical documents. The author then offers a comparative analysis of existing controlled languages and distills the best-practice features of those language systems. He concludes by offering innovative models that can be used to develop and trial a new controlled language. This book will be of interest to linguists working in technical and professional communication, as well as writers and practitioners involved in the production of technical documents for companies in multiple industries and geographical locations.

LEARN ABOUT THE UNITED STATES

QUICK CIVICS LESSONS FOR THE NEW NATURALIZATION TEST

Government Printing Office "Learn About the United States" is intended to help permanent residents gain a deeper understanding of U.S. history and government as they prepare to become citizens. The product presents 96 short lessons, based on the sample questions from which the civics portion of the naturalization test is drawn. An audio CD that allows students to listen to the questions, answers, and civics lessons read aloud is also included. For immigrants preparing to naturalize, the chance to learn more about the history and government of the United States will make their journey toward citizenship a more meaningful one.

OKLAHOMA, A HISTORY OF FIVE CENTURIES

University of Oklahoma Press Located in the Oklahoma Collection.