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the professional writing guide is for people who wish to improve the quality of their documents and the efficiency of their writing busy executives and other writers in organisations who may spend between 30 and 80 per cent of their working time writing will find it invaluable because it clearly outlines the principles that underlie effective documents this book will enable executives to write confidently competently and persuasively high quality output is crucial to a company's image and to a professional's own career advancement errors in a document can prove expensive the professional writing guide is an indispensable and accessible reference tool as well as a comprehensive style manual for writers who wish to avoid those expensive mistakes and make a positive impression written by two long term professional writing educators with extensive experience of consulting to Australian business and industry this lively and highly practical book features workable reliable and powerful strategies that can be used to systematically eliminate the writing problems of organisational writers

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the essential writer's companion is a complete guide to effective communication it contains basic information on spelling punctuation word formation style grammar and proofreading all organized clearly and accessibly learn how to construct persuasive sentences and paragraphs to ensure that your written work is to the point and forceful throughout special sections on writing papers and reports and on doing research in the library round out this indispensable volume for school home or office

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this is a useful single volume guide for all who aspire to improve their writing skills whether you want to write a novel draft a report for the school board create a compelling cv write a letter of protest to the council that will be taken seriously or enter the brave new world of e mail this book is for you and indeed for all the family it is a practical desk companion for anyone requiring a guide to modern communication from the composition of effective complaints to choosing the right emoticon to sign off your e mail with

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including prewriting drafting revising and working with readers book jacket

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reconnecting reading and writing explores the ways in which reading can and should have a strong role in the teaching of writing in college reconnecting reading and writing draws on broad perspectives from history and international work to show how and why reading should be reunited with writing in college and high school classrooms it presents an overview of relevant research on reading and how it can best be used to support and enhance writing instruction

the 12 essays in this book provide a variety of ways to get students engaged and inspired by the narrative of the life of frederick douglass an american slave 1845 most of the essays emphasize writing as a means for students to learn about douglass his times and his legacy as well as implications for the students themselves essays include 1 knowledge is power lorenzo thomas 2 from the heroic to the personal margot fortunato galt 3 narrative of the life of english 3b marvin hoffman 4 what frederick douglass doing in a place like this douglas day 5 frederick douglass opal palmer adisa 6 frederick douglass and elie wiesel peter e murphy 7 going to see frederick douglass martin haber 8 using douglass narrative as motivation for student writing charles kuner 9 a kindred assignment joyce dyer 10 frederick douglass alfred e prettyman 11 frederick douglass in newark meredith sue willis and 12 thirty two writing ideas using douglass narrative jordan davis

christopher edgar ron padgett additional information is available from resources on frederick douglass along with a brief chronology of his life eh

writers rule you rule when you have control over your writing to gain control is to develop skill in ways to craft your writing to clarify your meaning one way to develop that skill is to use dr jac s guide this book is not simply a handy helpmeet to get you started on a writing journey it is a manageable manual for you to use to hone polish and deepen what you have already written carroll discusses voice and coherence presenting her chains as glue vocabulary chains sustained thought chains metaphoric chains you also will find all kinds of workable strategies depth charging thought bubbles framing tampering with time when did you last explore exemplum in relation to your writing have you worked up alternate leads sure you try for imagery but have you considered euphony and cacophony dr jac s guide is just that a guide it leads and ushers while it helps you hold the reins of your writing it also advises counsels instructs and recommends further it points out directs signals and proposes it is both exemplar by offering models and facilitator by offering tips it is concise but not confusing thoughtful but not ponderous practical but not pedestrian when you sit with your writing it will sit beside you

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