

Strategies For Successful Writing 10th Edition

Ebook

Keys to Successful Writing
The Grammar Daily: 365 Quick Tips for Successful Writing
from Grammar Girl
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resource added for the communication 108011 courses

to teach the communication skills necessary for success in the workplace kolin offers an abundance of realistic situations examples and clear detailed guidelines the text guides

students from basic concepts such as audience analysis tone and format through the overall writing process the text s hallmark pedagogical features including a handbook of style and mechanics present information in a manner that is accessible to students and instructors alike up to date coverage of communication protocols and strategies includes computer graphics and document design e mail and the creation and use of web sites a strong emphasis on collaborative writing viewed as part of the writing process is carried out in sample memos and reports and in case studies

whether writing to inform others on a particular area of expertise or looking upon writing as an enjoyable way to escape into a fictional world this practical book aims to help readers improve their writing skills each chapter provides a guide through a variety of writing techniques with exercises aimed at helping readers to become more effective writers it examines how to approach work from different angles how to bring a fresh slant to non fiction pieces and how to involve yourself in the lives of your fictional characters the book also explores the specialized techniques involved in writing for children

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