

Harbrace Guide To Writing 2nd Edition

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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

everyone has a book in them is a phrase we have all heard it may be true but it's the getting it out that matters this book is designed to help you put your novel on the page in the way that will give you the best chance of selling it to a publisher it's not easy it can be hard work and often disappointing and luck plays a critical part but it is possible with persistence knowledge of the world of publishing and belief in yourself you can succeed the rewards seeing your book on public display or in the hands of a reader and the delight in achievement make all the effort worthwhile this book will show you the practical steps to be taken in order to reap those rewards it deals specifically with getting started finding the right story setting the scene creating the right characters working with other writers submitting work and getting to grips with the publishing process contents 1 taking those first vital steps 2 finding the right story 3 creating the right characters 4 getting ready to start 5 looks and language 6 setting the scene 7 the overall view 8 submitting your work 9 working with other writers 10 being published

a new handbook to help beginners kickstart their writing by prize winning author and long time writing teacher kate grenville

on writing well has been praised for its sound advice its clarity and its warmth of style it is a book for anybody who wants to learn how to write whether about people or places science and technology business sports the arts or about yourself its principles and insights have made it a cherished resource for several generations of writers and students the text warns against common errors in structure style and diction and explains the fundamentals of conducting interviews and writing travel scientific sports critical and humorous articles back cover

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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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 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

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