

# Writing Clearly: A Self-teaching Guide

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## Reviews

Definitely among the best book I have possibly read. I have study and i am sure that i will going to go through once more once more later on. Your lifestyle span is going to be convert when you full looking at this publication. (Prof. Damon Kautzer III)

### WRITING CLEARLY: A SELF-TEACHING GUIDE



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John Wiley and Sons Ltd, United States, 2004. Paperback. Book Condition: New. 232 x 190 mm. Language: English . Brand New Book. Improve your writing skills at your own pace How do you target a specific audience in writing? What makes up a strong thesis statement? Is there a trick to maintaining clear communication in cyberspace? How do you achieve unity and coherence in a final draft? With Writing Clearly: A Self-Teaching Guide, you Il discover the answers to these questions and many more about the basics of communicating effectively through the written word. Each chapter in this hands-on guide focuses on key steps in the writing process, identifying the shared and differing skills demanded by each type of writing, be it a persuasive essay, a business letter, or a scientific report. The straightforward, structured format of Writing Clearly makes it fully accessible, providing an easy-to-understand, comprehensive overview for everyone-from students beginning to build skills, to adults looking to improve their writing, to the experienced writer hoping to further hone skills in a certain area. Like all Self-Teaching Guides, Writing Clearly allows you to build gradually on what you have learned-at your own pace. Questions and self-tests reinforce the information in each chapter and allow you to skip ahead or focus on specific areas of concern. Packed with useful, up-to-date information, this clear, concise volume is a valuable learning tool and reference source for anyone who wants to develop or improve his or her basic writing skills.

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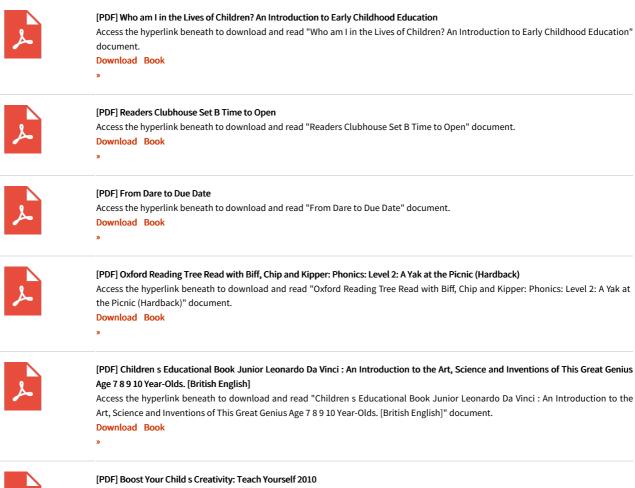
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