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Writing Clearly: A Self-teaching Guide (Paperback)

By Dawn B. Sovia

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 ll 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...



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