

Business English The Writing Skills You Need For Today's

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Philip Musson Lucretia B. Yaghjian Judith F. Olson Paige Wilson Marjorie Jacobs
Christopher Black Paige Wilson Paige Wilson John Langan Paige Wilson Educational
Testing Service Catalyst (Organization) Robert R. Newlen Joan Maruskin-Mott Patricia
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this guide aims to improve the quality and effectiveness of writing designed for writers at any level the emphasis is on planning and editing rather than learning grammatical rules the guidance notes cover all the basic essentials including ideas structure layout presentation and how to write more fluently for computer users its shows how to get the best from the word processor and covers electronic writing on the internet the book also contains suggestions for further reading

this concise text is written specifically to help students and practitioners hone their techniques and develop their skills when it comes to writing in a clear accessible and above all rigorous manner there are sections on good essay writing and how to construct an argument referencing and plagiarism and reflective and critical writing more than just another study skills book effective writing skills for social work is focused on real day to day practice issues and the complex academic demands faced by social work students

a working guide for students conducting theological writing and research on theology and biblical studies courses this book integrates the disciplines of writing rhetoric and theology to provide a standard text for the teaching and mentoring of writing across the theological curriculum as a theological rhetoric it also encourages excellence in theological writing in the public domain by helping to equip students for their wider vocations as writers preachers and communicators in a variety of ministerial and professional contexts this 2nd edition includes new chapters on writing theology in a new language which explores the linguistic and cultural challenges of writing theology

well in a non native language and writing and learning theology in an electronic age addressed to distance learning students learning to write theology well from online courses and dealing with the technologies necessary to do so

get the edge you need on the writing section of the new sat the sat is coming up and you need extra help to tackle the tough writing section including the dreaded sat essay revised and updated mcgraw hill s conquering sat writing second edition is packed with intensive practice for the new multiple choice writing questions plus teacher recommended strategies for writing a high scoring essay you also get sample scored sat essays with readers comments specially created by a nationally known test prep expert this first rate guide has everything you need to get ready for this difficult part of the sat and to help you achieve your best writing score ever mcgraw hill s conquering sat writing includes 3 full length practice sat writing tests with complete explanations a classroom tested step by step program for writing an outstanding sat essay sample scored sat essays with readers comments strategies for answering the tough new multiple choice writing questions complete review of all the grammar rules you need to know for the test topics include introduction the essay the multiple choice questions the fundamental rules of grammar for writing and editing three practice tests

with wilson and glazier s the least you should know about english writing skills you ll improve your word choice punctuation and sentence structure as you develop as a writer extensive sets of exercises complement the textbook s brief clear explanations these timely often humorous exercises will engage you in the mechanics of writing by allowing you to practice what you ve learned and receive immediate feedback from answers provided at the back of the book important notice media content referenced within the product description or the product text may not be available in the ebook version

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this combined rhetoric worktext is designed for basic skills writing courses that focus on the paragraph english skills features john langan s clear explanations and his wide range of motivating activities and assignments that reinforce the four bases of effective writing unity support coherence and sentence skills

for over thirty years students have mastered the basics of writing with wilson and glazier s the least you should know about english writing skills uncomplicated well established and student tested the 11th edition continues to cover the essentials of spelling word choice sentence structure punctuation paragraph and essay writing as well as more advanced skills such as argumentation and quotation in a brief easy to follow way each concept includes concise explanations accompanied by plentiful exercises with corresponding answers in the back of the book for immediate feedback so that students quickly grasp and reinforce what they learn popular continuous discourse exercises include tidbits from history literature science and current events that engage students in the concepts being explored when the course ends this self teaching text becomes an excellent reference tool for students to use in their future courses and careers forms a b and c include identical least you should know explanations supported by different exercises samples and writing assignments making each form unique the three forms offer instructors unparalleled variety within each edition and provide students with options for additional practice beyond the classroom important notice media content referenced within the product description or the product text may not be available in the ebook version

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draws on diary entries and correspondence from student to tell the story of the early years of haskell institute a government boarding school designed to civilize and acculturate indians to anglo american ideals reveals how both resistance against and compliance with the dominant culture unified the students and erased traditional barriers between tribes

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