A Short Guide To Writing About Art The Short Guide

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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

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adapted from the best selling st martin s guide to writing axelrod and cooper s concise guide to writing provides streamlined versions of the chapters covering six of the most commonly assigned genres in the first year writing course remembering events writing profiles explaining concepts arguing a position proposing a solution and justifying an evaluation the careful integration of well chosen readings with guided writing instruction in these chapters is complemented by coverage of strategies for reading writing and research in brief but complete chapters at the end of the book read the preface

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

teaches the elements of good writing through the use of essential guidelines literary techniques and proper writing mechanics

the esteemed authors of this classic 3 in 1 rhetoric include samples of their own writing student writing and the writing of some 50 essayists to help readers form and develop ideas and communicate those ideas clearly on paper stressing writing as a process involving both reading and critical thinking the text helps students to create skillful essays in exposition analysis and persuasion professional essays and student pieces alike stimulate readers and provide them with models of a variety of writing samples

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