

DOWNLOAD PDF

Writing That Works: A Practical Guide for Business and Creative People (Paperback)

By Andersen

McGraw-Hill Education - Europe, United States, 1989. Paperback. Book Condition: New. 201 x 135 mm. Language: English Brand New Book ***** Print on Demand *****.Most writing books merely teach you how to edit your own writing. Writing That Works is a complete guide that shows you how to get ideas, develop them, organize them, and produce a finished product in your very own individual style. Here s how the book works: The Prewriting section shows you how to get started; how to cluster; and how to organize your ideas into an outline. The Freewriting section shows you how to freewrite, and then how to freewrite from a cluster. The Rewriting section shows you how the pros do it; a fast way to do it; the thorough way to do it; and how to edit other people s writing. The Style section shows you how to develop your own style; and how to use your style to deal with paragraphs, sentences, phrases, and words. The Mechanics section deals with spelling, punctuation, syntax, and the four sure-fire steps for eliminating mechanical errors in your writing. The Business Writing section deals with how to write reports, proposals, memos, and letters. Samples of ...



Reviews

An exceptional publication as well as the font applied was intriguing to learn. It usually does not charge an excessive amount of. Its been designed in an exceedingly basic way and it is just after i finished reading through this book through which in fact altered me, modify the way in my opinion. -- Haylee Hackett

It in a of the best ebook. It generally is not going to expense excessive. It is extremely difficult to leave it before concluding, once you begin to read the book. -- Ara Williamson

Other eBooks

		_	
	_		

Any Child Can Write (Paperback)

Oxford University Press Inc, United States, 2003. Paperback. Book Condition: New. 4th Revised edition. 201 x 135 mm. Language: English . Brand New Book ***** Print on Demand *****. Harvey S. Wiener shows how parents can encourage their children to write with a...

_	_	
_		

Patent Ease: How to Write You Own Patent Application (Paperback)

Createspace, United States, 2014. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Patent Ease! The new How to write your own Patent book for beginners! Because you are a beginner; not a...

_

How to Make a Free Website for Kids (Paperback)

Createspace, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Table of Contents Preface Chapter # 1: Benefits of Having a Website Chapter # 2: Signing Up for a Website...

Electronic Dreams: How 1980s Britain Learned to Love the Computer

Audible Studios on Brilliance, United States, 2016. CD-Audio. Book Condition: New. Unabridged. 170 x 135 mm. Language: English . Brand New. Remember the ZX Spectrum? Ever have a go at programming with its stretchy rubber keys? Did you marvel at the immense...

_	
_	

Bully, the Bullied, and the Not-So Innocent Bystander: From Preschool to High School and Beyond: Breaking the Cycle of Violence and Creating More Deeply Caring Communities (Paperback)

HarperCollins Publishers Inc, United States, 2016. Paperback. Book Condition: New. Reprint. 203 x 135 mm. Language: English . Brand New Book. An international bestseller, Barbara Coloroso s groundbreaking and trusted guide on bullying-including cyberbullying-arms parents and teachers with real solutions for a...

_	
=	

Homeschool Your Child for Free: More Than 1,400 Smart, Effective, and Practical Resources for Educating Your Family at Home (Paperback)

Random House USA Inc, United States, 2009. Paperback. Book Condition: New. 2nd. 229 x 185 mm. Language: English . Brand New Book. Provide a solid education at home without breaking the bank. Introduced in 2000, Homeschool Your Child for Free gave countless...