

A Guide To The Writing Workshop Grades 3 5

The second Canadian edition of *The Practical Guide to Writing with Readings and Handbook* is designed for use in university and college courses in which essay writing is required. It enhances the learning process for both students and instructors by providing insight for students as they write, for instructors as they read, and for both as they discuss the writing together. The student who is looking for information about choosing a topic, writing an analysis, constructing a paragraph, or even using a semicolon will find this guide indispensable.

Many employers complain about the poor communication skills of many young people seeking employment; and many people in employment are handicapped by the poor quality of their written work. While bad spelling, ineffective punctuation and faults in grammar create barriers between the writer and the reader, good English makes the reader feel at ease. The benefits of being a good writer at work are: Managers need to be able to communicate in order to get ideas across. If they cannot, they will be unable to make their viewpoint heard and they will be unable to influence customers, suppliers and colleagues as desired. If you can write well, you will find that your views are given prominence over those of others. Effective communication, and that includes writing, is the key to career success and advancement. This book is for those who have difficulty in getting thoughts into words or their ideas across, as well as those who are satisfied with their writing but are ready to consider the possibility of improving it. It is all about the ways in which writing at work is important - helping the reader to observe, remember, think, plan, organise and communicate.

Every phase of writing is addressed in this authoritative, practical guide. Specific topics include: organizing information, discovering a personal voice, enhancing readability and checking grammar and spelling. Featuring hundreds of exercises and written in a relaxed, entertaining style, this is the perfect aid for the many Americans who wish to improve their communication skills in both their business and personal lives.

Umberto Eco's wise and witty guide to researching and writing a thesis, published in English for the first time. By the time Umberto Eco published his best-selling novel *The Name of the Rose*, he was one of Italy's most celebrated intellectuals, a distinguished academic and the author of influential works on semiotics. Some years before that, in 1977, Eco published a little book for his students, *How to Write a Thesis*, in which he offered useful advice on all the steps involved in researching and writing a thesis—from choosing a topic to organizing a work schedule to writing the final draft. Now in its twenty-third edition in Italy and translated into seventeen languages, *How to Write a Thesis* has become a classic. Remarkably, this is its first, long overdue publication in English. Eco's approach is anything but dry and academic. He not only offers practical advice but also considers larger questions about the value of the thesis-writing exercise. *How to Write a Thesis* is unlike any other writing manual. It reads like a novel. It is opinionated. It is frequently irreverent, sometimes polemical, and often hilarious. Eco advises students how to avoid "thesis neurosis" and he answers the important question "Must You Read Books?" He reminds students "You are not Proust" and "Write everything that comes into your head, but only in the first draft." Of course, there was no Internet in 1977, but Eco's index card research system offers important lessons about critical thinking and information curating for students of today.

who may be burdened by Big Data. **How to Write a Thesis** belongs on the bookshelves of students, teachers, writers, and Eco fans everywhere. Already a classic, it would fit nicely between two other classics: **Strunk and White** and **The Name of the Rose**.

Contents The Definition and Purpose of a Thesis • Choosing the Topic • Conducting Research • The Work Plan and the Index Cards • Writing the Thesis • The Final Draft

The Busy Woman's Guide to Writing a World-Changing Book

Writing at Work

Word Painting

Let's Write a Short Story!

The Oxford Essential Guide to Writing

The Write Structure

Essays and Reviews 1971-2000

Whether you're composing a letter, writing a school thesis, or starting a novel, **The Oxford Essential Guide to Writing** offers expert advice on how to think more creatively, how to conjure up ideas from scratch, and how to express those ideas clearly and elegantly. No matter where you find yourself in the writing process - from the daunting blank page to the rough draft that needs shaping to the small but important questions of punctuation - you'll find what you need in this one handy, inclusive volume.

A completely practical workbook that offers down-to-earth ideas and suggestions for writers or aspiring writers to get started and to keep you going.

If you want to write a book that's going to sell to both publishers and readers, you need to know how to produce a successful work and help it become successful. It starts the moment you have an idea. That's when you begin thinking about the elements of the business plan that will make your project the best it can be. The reality is that you don't want to spend time and energy writing a book that will never get read. The way to avoid that is to create a business plan for your book and evaluate it (and yourself) through the same lens that an agent or acquisitions editor would. **The Author Training Manual** shows you how to get more creative and start looking at your work with those high standards in mind. Whether you write fiction or non-fiction, or intend to publish traditionally or self-publish, author Nina Amir will teach you how to conduct an effective competitive analysis for your work and do a better job at delivering the goods to readers than similar books already on the shelf. Packed with step-by-step instructions, idea evaluations, sample business plans, editor and agent commentaries, and much more, **The Author Training Manual** provides the information you need to transform from an aspiring writer to career author.

Have you always wanted to write a book but, just never get around to it? Do you lack confidence in yourself as a writer?

inspiration? How to Write a Book in a Week (A Writer's Guide to Meeting a Deadline) is the answer to all of these and more.

The Everything Guide to Writing a Romance Novel

Reading Like a Writer

6 Steps to Writing and Publishing Your Bestseller!

Step-by-Step Techniques and Exercises to Write Simply, Clearly and Correctly

The Timeless Storytelling Principles Great Writers Use to Craft Stories Readers Love

The Essential Guide to Writing a Novel

The War Against Cliche

Writing for kids can be fun and rewarding-- if you can break into the competitive world of children's book publishing. Learn how to write and promote a children's book that will impress any publisher. Writing centers are places where writers work with each other in an effort to develop ideas, discover a thesis, overcome procrastination, create an outline, or revise a draft. Ultimately, writing centers help students become more effective writers. Visit any college or university in the United States and chances are there is a writing center available to students, staff, and community members. A Guide to Creating Student-Staffed Writing Centers, Grades 6-12 is a how-to and, ultimately, a why-to book for middle school and high school educators as well as for English/language arts teacher candidates and their methods instructors. Writing centers support students and their busy teachers while emphasizing and supporting writing across the curriculum.

A comprehensive handbook designed to enhance good writing skills furnishes examples, exercises, and guidelines on grammar, punctuation, style, and language usage for articles, memos, letters, essays, fiction, and other types of writing. Reissue.

A concise and accessible primer on the scientific writer's craft The ability to write clearly is critical to any scientific career. The Scientist's Guide to Writing provides practical advice to help scientists become more effective writers so that their ideas have the greatest possible impact. Drawing on his own experience as a scientist, graduate adviser, and editor, Stephen Heard emphasizes that the goal of all scientific writing should be absolute clarity; that good writing takes deliberate practice; and that what many scientists need are not long lists of prescriptive rules but rather direct engagement with their behaviors and attitudes when they write. He combines advice on such topics as how to generate and maintain writing momentum with practical tips on structuring a scientific paper, revising a first draft, handling citations, responding to peer reviews, managing coauthorships, and more. In an accessible, informal tone, The Scientist's Guide to Writing explains essential techniques

that students, postdoctoral researchers, and early-career scientists need to write more clearly, efficiently, and easily. Emphasizes writing as a process, not just a product Encourages habits that improve motivation and productivity Explains the structure of the scientific paper and the function of each part Provides detailed guidance on submission, review, revision, and publication Addresses issues related to coauthorship, English as a second language, and more

A Guide for People Who Love Books and for Those Who Want to Write Them

The Author Training Manual

The Random House Guide to Good Writing

The Essential Guide to Getting Your Book Published

The Beginner's Guide to Writing a Novel

A Passion for Narrative

The Scientist's Guide to Writing

Science fiction and fantasy is one of the most challenging--and rewarding!--genres in the bookstore. But with New York Times bestselling author Philip Athans and fantasy giant R. A. Salvatore at your side, you ' ll create worlds that draw your readers in--and keep them reading! Just as important, you ' ll learn how to prepare your work for today ' s market. Drawing on his years of experience as one of the most acclaimed professionals in publishing, Wizards of the Coast editor Athans explains how to set your novel apart--and break into this lucrative field. From devising clever plots and building complex characters to inventing original technologies and crafting alien civilizations, Athans gives you the techniques you need to write strong, saleable narratives. Plus! Athans applies all of these critical lessons together in an unprecedented deconstruction of a never-before-published tale by the one and only R. A. Salvatore! There are books on writing science fiction and fantasy, and then there ' s this book--the only one you need to create strange, wonderful worlds for your own universe of readers!

The New York Times Book Review said James Thayer's "writing is smooth and clear. It wastes no words, and it has a rhythm that only confident stylists achieve." The Essential Guide to Writing a Novel is a practical, step-by-step manual on how to craft your novel. The Essential Guide presents a set of tools for large issues such a story development and scene construction (Kirkus Reviews said Thayer's novels are "superbly crafted,") and it also examines techniques that will make your sentence-by-sentence writing shine "Thayer's prose is clear and clean," said the Seattle Times. How do the masters do it? The Essential Guide shows you the techniques of writers such as John Grisham, Maeve Binchy, Jeffery Deaver, and Charles Dickens. What makes their novels hard to put down? How do Mario Puzo, Sinclair Lewis, Patricia Cornwell, and Tom Wolfe make their stories so riveting and their prose so good? The Essential Guide sets out their techniques in concise detail. Just beginning your novel? Or in the middle of the novel and needing some guidance? The Essential Guide to Writing a Novel will show you the way. Among the many topics: The six traits necessary for a successful protagonist and three more traits that will make him or her stand out. Twenty-two techniques that will make your character's dialogue compelling. Creating dynamic settings that advance the story. Point of view-a critical skill--made easy. Five pace-killers and how to avoid them. Plotting the novel using the advantage shift. Constructing scenes to propel the reader to the next scene. "Thayer writes a vivid tale," the Cleveland Plain Dealer said. In The Essential Guide to Writing a Novel, he'll help you write your own vivid tale.

Now updated for 2015! The best, most comprehensive guide for writers is now revised and updated, with new sections on ebooks, self-

publishing, crowd-funding through Kickstarter, blogging, increasing visibility via online marketing, micropublishing, the power of social media and author websites, and more—making *The Essential Guide to Getting Your Book Published* more vital than ever for anyone who wants to mine that great idea and turn it into a successfully published book. Written by experts with twenty-five books between them as well as many years' experience as a literary agent (Eckstut) and a book doctor (Sterry), this nuts-and-bolts guide demystifies every step of the publishing process: how to come up with a blockbuster title, create a selling proposal, find the right agent, understand a book contract, and develop marketing and publicity savvy. Includes interviews with hundreds of publishing insiders and authors, including Seth Godin, Neil Gaiman, Amy Bloom, Margaret Atwood, Leonard Lopate, plus agents, editors, and booksellers; sidebars featuring real-life publishing success stories; sample proposals, query letters, and an entirely updated resources and publishers directory.

Braving the Fire is the first book to provide a road map for the journey of writing honestly about mourning, grief and loss. Created specifically by and for the writer who has experienced illness, loss, or the death of a loved one, *Braving the Fire* takes the writers' perspective in exploring the challenges and rewards for the writer who has chosen, with courage and candor, to be the memory keeper. It will be useful to the memoirist just starting out, as well as those already in the throes of coming to terms with complicated emotions and the challenges of shaping a compelling, coherent true story. Loosely organized around the familiar Kübler-Ross model of Five Stages of Grief, *Braving the Fire* uses these stages to help the reader and writer through the emotional healing and writing tasks before them, incorporating interviews and excerpts from other treasured writers who've done the same. Insightful contributions from Nick Flynn, Darin Strauss, Kathryn Riett, Natasha Trethewey, and Neil White, among others, are skillfully bended with Handler's own approaches to facing grief a second time to be able to write about it. Each section also includes advice and wisdom from leading doctors and therapists about the physical experience of grieving. Handler is a compassionate guide who has braved the fire herself, and delivers practical and inspirational direction throughout.

Writers' & Artists' Guide to Writing for Children and YA

A Guide to Writing About Grief and Loss

The Classic Guide to Better Writing

The Writer's Digest Guide to Good Writing

How to Write More Easily and Effectively throughout Your Scientific Career

How to Write It, Sell It, and Market It . . . Successfully

The Practical Guide to Writing : with Readings and Handbook

DIV In her entertaining and edifying New York Times bestseller, acclaimed author Francine Prose invites you to sit by her side and take a guided tour of the tools and tricks of the masters to discover why their work has endured. Written with passion, humour and wisdom, Reading Like a Writer will inspire readers to return to literature with a fresh eye and an eager heart - to take pleasure in the long and magnificent sentences of Philip Roth and the breathtaking paragraphs of Isaac Babel; to look to John le Carré for a lesson in how to advance plot through dialogue and to Flannery O'Connor for the cunning use of the telling detail; to be inspired by Emily Brontë's structural nuance and Charles Dickens's deceptively simple narrative techniques. Most importantly, Prose cautions readers to slow down and pay attention to words, the raw material out of which all literature is crafted, and reminds us that good writing comes out of good reading. /div

The Hidden Principles Behind Best-selling, Award-Winning Stories Great books don't happen by accident, but by writers

who understand, consciously or unconsciously, principles hidden within the best stories. These common-sense principles are easy to learn, but they drive the success (or failure) of best-selling, award winning novels and films. Now, with The Write Structure, writers can learn these principles and quickly apply them to their own writing projects. Using simple, universal terminology and easy-to-grasp visualizations, The Write Structure uncovers the hidden truths of the best stories, allowing new and advanced writers to better understand their own stories and make them better. If you want to write a bestselling book or a screenplay ready to become a major feature, purchase a copy of The Write Structure and turn your story ideas into finished, published works. Click buy now and start learning these hidden story principles today.

Master the Art of Writing Enthralling Tales for the Youngest pre-and emerging readers! Fully updated and thoroughly revised, Writing Picture Books Revised and Expanded Edition is the go-to resource for writers crafting stories for children ages two to eight. You'll learn the unique set of skills it takes to bring your story to life by using tightly focused text and leaving room for the illustrator to be creative. Award-winning author Ann Whitford Paul helps you develop the skills you need by walking you through techniques and exercises specifically for picture book writers. You'll find:

- Instruction on generating ideas, creating characters, point-of-view, beginnings and endings, plotting, word count, rhyme, and more*
- Unique methods for using poetic techniques to enrich your writing*
- Hands-on revision exercises (get out your scissors, tape, and highlighters) to help identify problems and improve your picture book manuscripts*
- Updated tips for researching the changing picture book market, approaching publishers, working with an agent, and developing a platform*
- All new quizzes and examples from picture books throughout*
- New chapters cover issues such as page turns, agents, and self-publishing*

Whether you're just starting out as a picture book writer or have tried unsuccessfully to get your work published, Writing Picture Books Revised and Expanded Edition is just what you need to craft picture books that will appeal to young children and parents, and agents and editors.

Let Rebecca McClanahan guide you through an inspiring examination of description in its many forms. With her thoughtful instruction and engaging exercises, you'll learn to develop your senses and powers of observation to uncover the rich, evocative words that accurately portray your mind's images. McClanahan includes dozens of descriptive passages written by master poets and authors to illuminate the process. She also teaches you how to weave writing together using description as a unifying thread.

A Hands-On Guide From Story Creation to Publication

Writing and Publishing Your Book: A Guide for Experts in Every Field

Writing Alone, Writing Together

A Comprehensive Guide to Writing Books That Sell

How to Write a Book in a Week

A Guide to Creating Student-staffed Writing Centers, Grades 6-12

A Guide to Academic Writing

This book is a comprehensive guide to academic writing and publishing. It approaches the subject from a descriptive

foundation for understanding academic tenure and promotion decisionmaking. The book then treats the considerations for selecting the avenues open to an academic for publishing: conference papers, grants, journals, scholarly books, texts, and popular or trade books. Each avenue is given a chapter-length discussion. Electronic media is also described in detail. Finally, Cantor offers a view of the marketing of a book product.

Is there anything that Martin Amis can't write about? In this virtuosic, career-spanning collection he takes on James Joyce and Elvis Presley, Nabokov and English football, Jane Austen and Penthouse Forum, William Burroughs and Hillary Clinton. But above all, Amis is concerned with literature, and with the deadly clichés—not only of the pen, but of the mind and the heart. In *The War Against Cliché*, Amis serves up fresh assessments of the classics and plucks neglected masterpieces off their dusty shelves. He tilts with Cervantes, Dickens and Milton, celebrates Bellow, Updike and Elmore Leonard, and deflates some of the most bloated reputations of the past three decades. On every page Amis writes with jaw-dropping felicity, wit, and a subversive brilliance that sheds new light on everything he touches.

Geared to basic writers, *Easy Guide to Writing* offers students a fresh approach to learning sentences. It explains grammar in an easy-to-understand instruction (represented by the bike analogy) and transitions students to future English classes (represented by the glossary) - it bridges both worlds making the abstract concrete.

Loosely based on the Kubler-Ross Five Stages of Grief, this instructional guide to writing memoirs of grief or loss with honesty includes advice and wisdom from leading doctors and therapists about the physical experience of grieving. Original.

Writing Picture Books Revised and Expanded Edition

An Easy Guide to Writing

The Writing Book

How to Write, Publish, and Promote Books for Children of All Ages!

Political Writing: A Guide to the Essentials

How to Write A Series

Braving the Fire

Straightforward and concise, the second edition of A Guide to Writing for Human Service Professionals offers students and professionals practical tools to improve their writing. In his animated and highly accessible teaching voice, Glicken presents the rules of punctuation, grammar, and APA style in jargon-free language that's easy to understand. Chapters include detailed, real-world examples on how to write academic papers, client assessments and evaluations, business letters, research proposals and reports, papers for mass audiences, requests for funding, and much more. Glicken provides the most comprehensive writing guide available in an engaging and digestible format, including end-of-chapter exercises that allow readers to further practice their writing and critical thinking skills. A Guide to Writing for Human Service Professionals is an invaluable resource for current and future human service professionals across social work, psychology, and counseling. Updates to the Second Edition include: New writing exercises in every chapter to help current and future human service professionals improve critical thinking and expository writing skills New discussion on social media writing, cyberslang, and writing articles for the mass media on issues related to the human services A greater emphasis on the difference between

politically correct writing and writing that shows sensitivity to diversity Expanded coverage of critical thinking and writing, conducting research, and plagiarism New examples of resume writing, business letters, and reference letters Expanded discussion of the importance of writing clear mission statements and agency goals

Teaches the elements of good writing through the use of essential guidelines, literary techniques, and proper writing mechanics.

Every year, thousands of romance manuscripts are submitted to publishers, but only the best are eventually published. This simple guide—written by two awardwinning romance novelists—will show readers what it takes to break into this highly competitive market and will provide them the information they need to get their manuscript out of the slush pile and onto the bookshelf. Readers will learn how to do the following techniques: build a story from premise to plot; add a fresh twist to a classic storyline; create compelling characters; write sizzling sex scenes that carry an emotional punch; research agents and markets; write a story that an editor can't reject; and promote themselves and their work. New writers, and even experienced writers, will find the solid howto information here invaluable. This is a musthave for aspiring writers who want to write the perfect love story.

Writing well, and persuasively, is not only a discipline that can be learned, it is one deeply rooted in the classical arts of rhetoric and polemic. This book introduces the essential skills, rules, and steps for producing effective political prose appropriate to many contexts, from the editorial, the op-ed, and the polemical essay to others both weighty and seemingly slight.

How to Prepare Your First Book for Publication

The Book on Writing

How to Write a Thesis

A practical guide for fiction writers

A Guide for Writing Fiction

Writers' & Artists' Guide to How to Write

A Guide for Writers and Writing Groups

This book is not intended to persuade you to take up writing novels or short stories — It's going to be a lot of work, Jack Hodgins warns. Nor will it tell you how to market your stories. But it will take you through the problems facing any fiction writer and show you how some of the best writers in English have solved them. The chapters are clear and comprehensive: Finding Your Own Stories; One Good Sentence After Another — on the skills of writing well; Setting; Character — how to make your characters come alive; Plot; Structure — The Architecture of Story; Point of View and Voice; Metaphors, Symbols and Allusions; Revising — an all-important chapter that also deals with the impact of writing on a computer; The Story of a Story — where Jack Hodgins talks of his own experience with one of his most famous stories; and the final chapter, And Now What? — Creating Your Own Workshop, which builds on the fact that every chapter in the book contains writing exercises to help you work away at home at the mysterious business of writing fiction. As an award-winning novelist and short-story writer Jack Hodgins is uniquely qualified to preach what he practises. As a trained teacher, he has been giving creative lessons for thirty years, at high schools and universities and to writers' summer schools. In recent years his creative writing courses at the University of Victoria have become discreetly famous. Now, anyone who buys this book can share in the experience of learning fiction-writing from a master. With its scores of examples of first-class writing this lively, truly fascinating book will almost certainly make you be a better writer; it is guaranteed to make you a better reader.

Are you ready to write your book? Partner with an experienced publisher, writing coach, and author and find out how to turn your research and scholarship into a book. □ Breaks into clear, actionable steps the complex process of producing a logically organized, accessible, and useful book that has strong market potential □ Explains how to determine when a book is the appropriate publication venue for a specific project □ Describes how to form a mutually beneficial and collaborative partnership with a publisher □ Provides clear guidance for navigating peer review and interpreting a publishing contract □ Identifies effective strategies for overcoming the common struggles of every writer □ advice that comes from someone who has faced all of these challenges as a writer herself

The W&A Guide to Writing for Children and YA provides informed, practical advice from a successful and experienced writer of children's books across all ages. Its coverage includes picture books through middle grade and young adult; fiction and non-fiction; books for reluctant readers and books for the education market. It is one author's lifetime of experience distilled into an engaging guide on how to manage, kickstart or begin your writing career. This is a heavily revised and expanded edition of Linda's Writing for Children (2008). Much has happened in both Linda's writing life and in the world of children's books since then. Staying true to the essence of the original, the new edition includes more advice and experience to reflect changes in digital publishing, self-publishing, and the explosion of YA and children's writing more broadly.

Struggling to structure your book series? Learn how to make a series work for you: increase reader engagement and take advantage of the built-in marketing potential a series gives you. Are you unsure which series structure is best for you? Or are you several books into a series, but you're stuck? Do you want to expand your literary universe but aren't sure how to do it? Perhaps you have a series languishing in your backlist, and you need ideas on how to market it. Get the knowledge you need to make smart decisions about your series with *How to Write a Series*. You'll learn: The three basic types of series The benefits and drawbacks of writing each type of series Tips for extending your series beyond your original plan Ideas for creating spinoffs and expanding your literary universe How to know when it's time to end a series How to save time writing your series and how to keep track of details How to deal with the problems that result from being locked into a story world How to refresh your interest in a series if you've grown bored Creative ways to market your series I've been writing for fifteen years as both a hybrid and independent author. I've published over twenty-five fiction books in four different series. Everything I've learned about writing a series has been through trial and error. I hope my lessons-learned will give you a shortcut when it comes to writing your series plus tips for troubleshooting problems and ideas for promoting your series. Unlock the power of a series in your author career with *How To Write a Series*.

A Guide to the Essentials

The Ultimate Guide to Writing Well

A Guide to Writing for Human Service Professionals

A Writer's Guide to Meeting a Deadline

From writing the perfect love scene to finding the right publisher--All you need to fulfill your dreams

A Guide to Better Writing in Administration, Business and Management

The Everything Guide to Writing Children's Books

The lonely life of a writer need not be. There are ways to break that isolation and find encouragement and support within groups of like-minded people. Sections in Writing Alone, Writing Together include Writing Practice Groups, Creating Writing Prompts, Group Leadership, and even What to Do with the Bores, Whiners, Control Junkies, and Thugs. Whether the group is oriented toward writing the great American novel or a family memory book, this useful book offers an array of effective techniques to help writers achieve their goals.

Part I covers methods and processes for planning and plotting a novel. Part II covers the techniques the fiction writer must master. This book is all about writing for publication. How to plan, create and edit work that will sell. How to write a book that you'll be proud of- and which might yet launch you on a new career. Crammed with examples (positive and negative) from successful authors, this essential guide is for writers of every genre: fiction and narrative non-fiction, literary and commercial, adults and children. This guide tells you how to: - Understand your market - Plan your novel or memoir - Develop strong, empathetic characters - Structure and maintain a compelling plot - Ensure that your prose style is strong enough to carry your story - Polish your work until it shines

This book takes the confusion and uncertainty out of writing a non-fiction book. It's a step-by-step guide to clarifying the message, organizing the material and writing in ways that work for the reader's goals and lifestyle. Writer's coach Cynthia Morris gives you a map to help you design and enjoy your own writing practice.

The Professional Writing Guide

A Complete and Concise Manual for Fiction Writers: Second Edition

Writing Well and Knowing why

Guide to Fiction Writing

A Guide to Writing More Descriptively

The Guide to Writing Fantasy and Science Fiction

A Guide to Series Types and Structure plus Troubleshooting Tips and Marketing Tactics

Essays, selected from the first seventy-five years of Writer's Digest magazine, cover style, genre, dialogue, plot, research, organization, and endings

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.