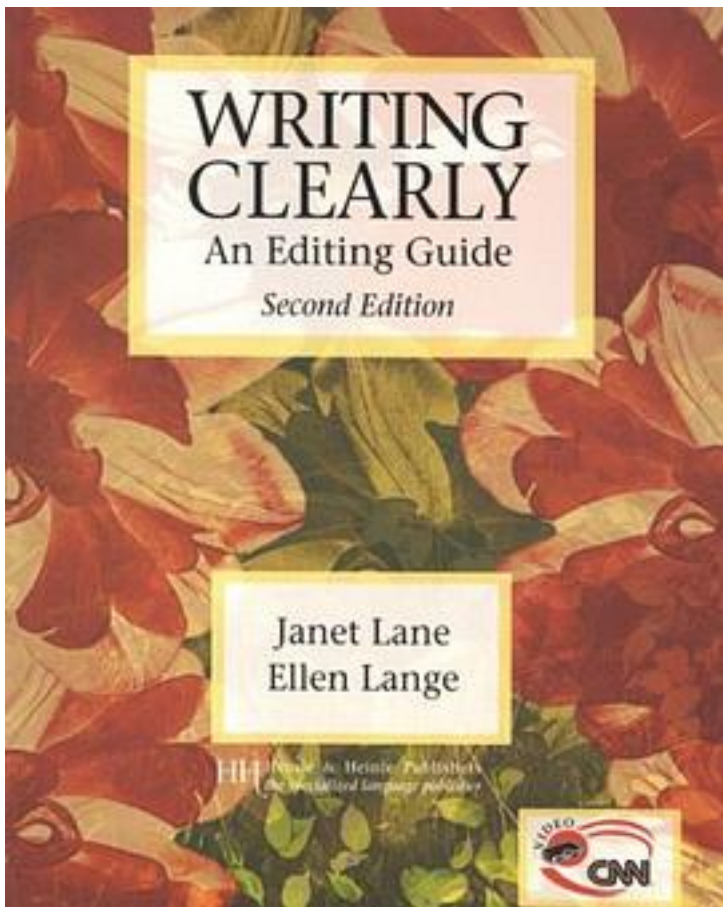


# Writing Clearly



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著者:Dawn Sova

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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 in each chapter and allow you to skip ahead or focus on specific areas of concern. Packed with useful, up-to-date information, this clear, concise volume is a valuable learning tool and reference source for anyone who wants to develop or improve his or her basic writing skills.

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