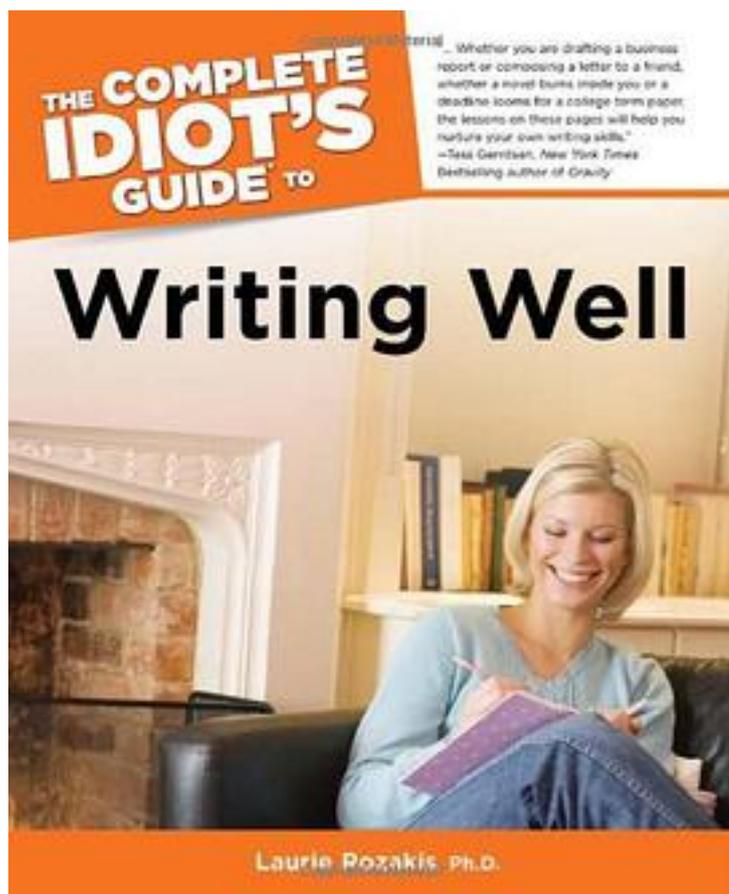


The Complete Idiot's Guide to Writing Well



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If you have trouble putting your thoughts down on paper, *The Complete Idiot's Guide to Writing Well* has everything you need to know to make writing of any kind as easy as thinking or speaking. This guide gives expert advice on making your writing as clear and persuasive as possible, whether it's a thank-you note, a school paper, or an

executive briefing. It provides easy-to-follow guidelines on structure, spelling, punctuation, vocabulary, and style. You will find terrific tips on minimizing the time and energy taken up by tasks like research, note-taking, and proofreading.

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