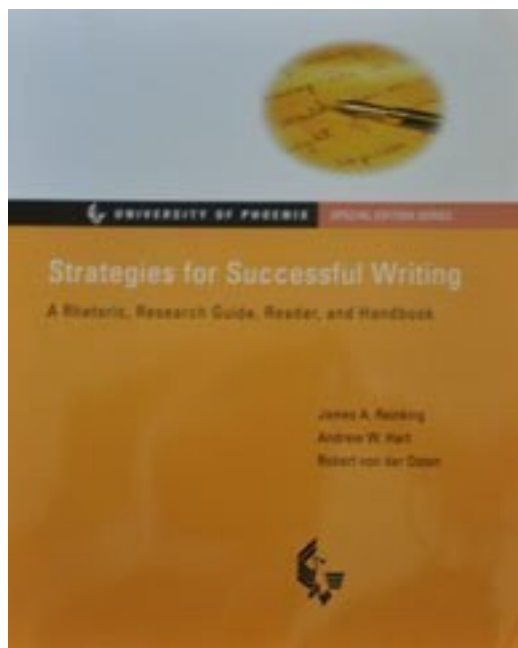


# Strategies for Successful Writing



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To e... th 5tuclent\_<br>No matter what career you choosei¼E your ability to communicate clearly and el=<br>R-ctively will directly at R~ct your success. In the classroomi¼E your instructor will<br>often e(i¼Ealuatc your mastery of a sul)ject in part by tile papers and examinations<br>you write. Prospective enlployers will make jndgments about your qualificali~ms<br>and decide whether to offer you an interview on the basis of your job applica-<br>tion letter and r6sumi¼E~. On the jobi¼E you will be expected to write cleati¼E accurate<br>reportsi¼E menlorandllnlsi¼E and letters.<br>There is nothing mysterious about successful writing. It does not require a<br>special talenti¼E nor does it depend nn inspiration. It is simply a skilli¼E and like any<br>other skilli¼E it involves procedures that can be learned. Once you understand<br>them¼E tile more yon practice the easier the writing becomes.<br>

Strategies for Successful Writing will help you become a successful writer. And after you graduate it can serve as a useful on-the-job reference if writing problems occur. The first three chapters explore the fundamentals of writing and the general steps in planning, drafting, and revising papers. The next ten chapters explain the basic writing strategies as well as papers that mix them. The following three chapters zero in on paragraphs, sentences, and writing style, and the final six turn to specialized writing--essay examinations, papers about literature, business correspondence, library research papers, and papers based on your own original research results. The book concludes with a Reader and if you are using the complete version of the text, a Handbook. From time to time you have probably had the unpleasant experience of using textbooks that seemed to be written for instructors rather than students. In preparing this book we have tried never to forget that you are buying, reading, and using it. As a result, we have written the text with your needs in mind. The book uses simple, everyday language and presents directions in an easy-to-follow format. The chapters on writing strategies provide examples of student essays that supplement the professional essays in the Reader. These student examples represent realistic, achievable goals. When you compare them to the professional examples, you will see that students can indeed do excellent work. We are confident that by learning to apply the principles in this text, you will write well too. Here's wishing you success!

作者介绍:

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