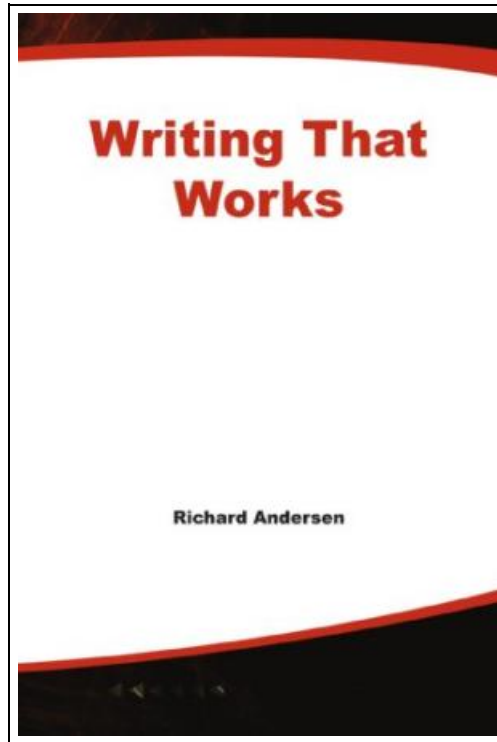


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McGraw-Hill Education - Europe, United States, 1989. Paperback. Book Condition: New. 201 x 135 mm. Language: English Brand New Book ***** Print on Demand *****.Most writing books merely teach you how to edit your own writing. Writing That Works is 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 different types of letters-- persuasive, sales, complaint, reference, rejection, goodwill, and application-- are included for ready reference. Writing That Works is an essential and enduring handbook for anyone who writes, whether on the job or full-time.



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