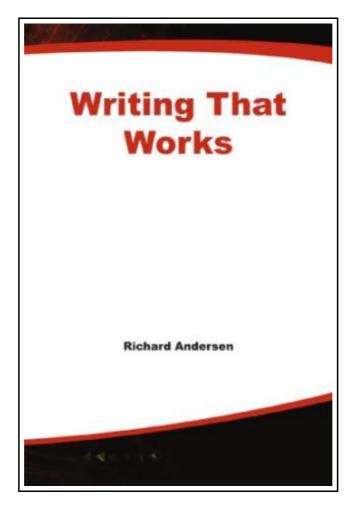
# Writing That Works: A Practical Guide for Business and Creative People (Paperback)



Filesize: 4.45 MB

## Reviews

Extremely helpful to any or all category of individuals. It really is rally fascinating throgh studying time period. I am just quickly could possibly get a pleasure of reading a composed ebook. (Lawrence Keeling)

# WRITING THAT WORKS: A PRACTICAL GUIDE FOR BUSINESS AND CREATIVE PEOPLE (PAPERBACK)



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 to 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.

- Read Writing That Works: A Practical Guide for Business and Creative People (Paperback) Online
- Download PDF Writing That Works: A Practical Guide for Business and Creative People (Paperback)

### See Also



#### Any Child Can Write (Paperback)

Oxford University Press Inc, United States, 2003. Paperback. Book Condition: New. 4th Revised edition. 201 x 135 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*\*. Harvey S. Wiener shows how parents can...

Read PDF »



#### Patent Ease: How to Write You Own Patent Application (Paperback)

Createspace, United States, 2014. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. Patent Ease! The new How to write your own Patent book for beginners!...

Read PDF »



#### How to Make a Free Website for Kids (Paperback)

Createspace, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. Table of Contents Preface Chapter # 1: Benefits of Having a Website Chapter...

Read PDF »



#### Electronic Dreams: How 1980s Britain Learned to Love the Computer

Audible Studios on Brilliance, United States, 2016. CD-Audio. Book Condition: New. Unabridged. 170 x 135 mm. Language: English . Brand New. Remember the ZX Spectrum? Ever have a go at programming with its stretchy rubber...

Read PDF »



Bully, the Bullied, and the Not-So Innocent Bystander: From Preschool to High School and Beyond: Breaking the Cycle of Violence and Creating More Deeply Caring Communities (Paperback)

HarperCollins Publishers Inc, United States, 2016. Paperback. Book Condition: New. Reprint. 203  $\times$  135 mm. Language: English . Brand New Book. An international bestseller, Barbara Coloroso s groundbreaking and trusted guide on bullying-including cyberbullying-arms parents...

Read PDF »