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Oxford Essential Guide To Writing

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Essential Guide to World War II W. L. O'Neill, 2002

The Essential Guide to Writing History Essays Katherine Pickering Antonova, 2019-12-10 The Essential Guide to Writing History Essays is a step by step guide to the typical assignments of any undergraduate or master s

level history program in North America Effective writing is a process of discovery achieved through the continual act of making choices what to include or exclude how to order elements and which style to choose each according to the author's goals and the intended audience The book integrates reading and specialized vocabulary with writing and revision and addresses the evolving nature of digital media while teaching the terms and logic of traditional sources and the reasons for citation as well as the styles This approach to writing not only helps students produce an effective final product and build from writing simple short essays to completing a full research thesis it also teaches students why and how an essay is effective empowering them to approach new writing challenges with the freedom to find their own voice

Ultimate Guide to Business Writing Julian Maynard-Smith, 2021-03-15 The *Ultimate Guide to Business Writing* is a comprehensive guide on how to write any kind of business document Written clearly in an engaging voice it explains in depth the whole process from determining objectives to establishing readers' needs conducting research outlining and designing a template to writing the first draft to editing for meaning accuracy concision style and emotional impact to creating glossaries and indices to proofreading and working with reviewers The book also explains how to exploit the psychology of perception and motivation collaborate effectively with business colleagues manage documents holistically across an organisation and deal with the other everyday practicalities of managing knowledge in a corporate environment Every section of the book is packed with questions to stimulate thinking and generate meaningful answers and dozens of examples of what works and why The book is also rich in practical examples drawn from real life anecdotes humour and visual aids But the advice isn't just practical and anecdotal it's also rigorously supported by scientific evidence from notable linguists and psychologists such as Steven Pinker Daniel Goleman and Yellowlees Douglas And anyone keen to explore further will benefit from the bibliography and links to videos and other online resources The book is ideal not just for professional business writers such as editors technical writers copywriters and creative directors it's also suitable for anyone whose job requires them to write whether it's something as simple as an email or as complex as a set of policies or a handbook

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Preparing for Your Diploma Kirsty N. Findlay,Ken Pickering,2003 An accessible guide to support syllabus work this book offers sound advice about preapring for performer s and teaching diplomas Easy to follow topics include preparing for practical exams answering written papers shaping editing and writing a thesis academic referencing and structuring a bibliography Examples of what the examiner is looking for in a candidate common pitfalls and how valuable marks are lost unnecessarily are also included

The Little Red Writing Book Mark Tredinnick,2006 A manual of good diction composition sentence craft paragraph design structure and planning this is a book on technique style craft and manners for everyone who writes and wants to do it better It is a guide to lively and readable writing

The Oxford New Spanish Dictionary Christine Lea,1999 Major new editions of our oxford dictionaries The Oxford New Spanish Dictionary first update in ten years For students travelers and businesspeople a fully revised and thoroughly up to date reference Over 40 000 words and phrases and 60 000 translations of essential everyday vocabulary New ultra clear text for quick and easy reference Special warning symbols make slang and informal language easily identifiable Convenient tables of regular and irregular verbs Extra help with frequently used words the building blocks to learning a language

The Essential Guide to Doing Your Research Project Zina O'Leary,Author,2021-03-10 This practical book sets out how to approach each stage of your research project from choosing a research design and methodology to collecting and analysing data and communicating your results and showcases best practice along the way

Packed with pragmatic guidance for tackling research in the real world this fourth edition Offers support for diving into a project using digital data with how to guidance on conducting online and social media research Empowers you to confidently disseminate your work and present with impact Helps you map out your research journey and put a plan in place with decision trees in every chapter Challenges you to be reflective and critical about the research you consume and undertake Zina O Leary s detailed and down to earth approach gives you the research skills and momentum you need to successfully complete your research project *Healthcare Writing* Michael A. Arntfield,James W. Johnston,2016-08-15 Notable for its use of real document examples drawn from actual healthcare settings in addition to its central section s extended focus on narrative medicine and new media writing *Healthcare Writing A Practical Guide to Professional Success* provides a wide ranging much needed contemporary perspective on the modes and contexts of writing most pertinent to today s healthcare professionals Aimed at students enrolled in university or college level healthcare programs healthcare communication specialists as well as at current clinical practitioners seeking a portable reference and guide this book combines a detailed discussion of approaches to key healthcare document types both professional and academic with a thorough but accessible overview of essential points of grammar punctuation and style

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