

Writing Skills Guide

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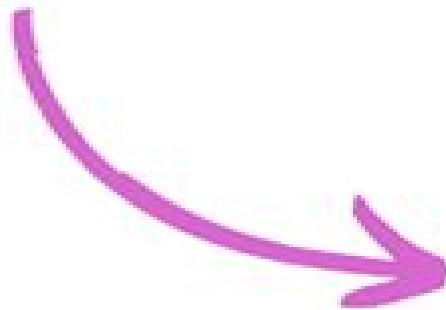
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Writing Skills Guide

John Langan



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skills demanded by each type of writing be it a persuasive essay a business letter or a scientific report The straightforward structured format of Writing Clearly makes it fully accessible providing an easy to understand comprehensive overview for everyone from students beginning to build skills to adults looking to improve their writing to the experienced writer hoping to further hone skills in a certain area Like all Self Teaching Guides Writing Clearly allows you to build gradually on what you have learned at your own pace Questions and self tests reinforce the information in each chapter and allow you to skip ahead or focus on specific areas of concern Packed with useful up to date information this clear concise volume is a valuable learning tool and reference source for anyone who wants to develop or improve his or her basic writing skills **College**

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