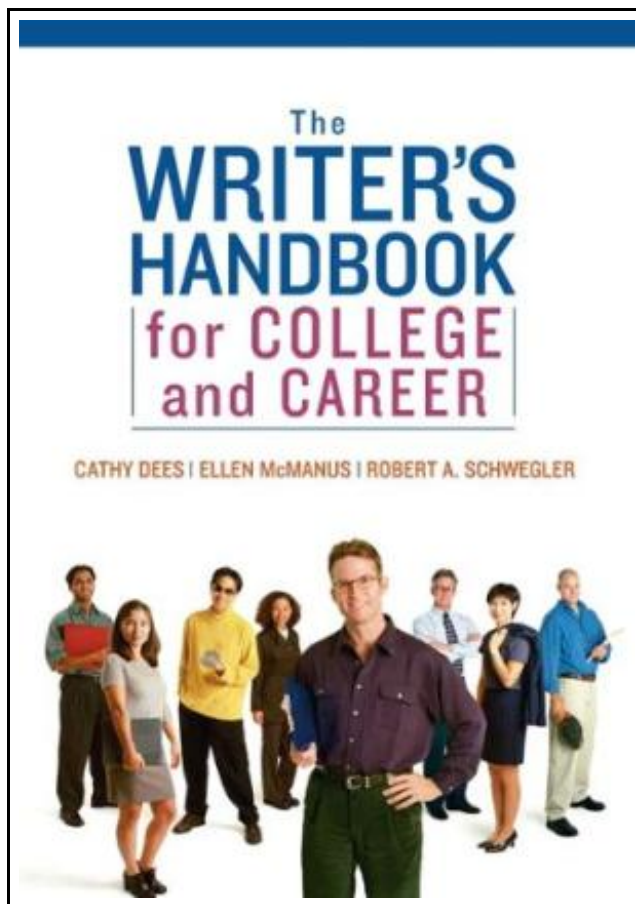


The Writer's Handbook for College and Career



Filesize: 5.03 MB

Reviews

A very great pdf with lucid and perfect explanations. It really is rally interesting throgh reading time period. You wont really feel monotony at at any moment of your own time (that's what catalogs are for about in the event you question me).

(Keshawn Schneider)

THE WRITER'S HANDBOOK FOR COLLEGE AND CAREER

DOWNLOAD



Longman, 2009. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Part I Common Grounds: Writing at School and at Work Chapter 1 Writing at School, at Work, and Beyond a. Reading and Writing at School and at Work b.How to Use this Book Chapter 2 Purpose and Audience a. Purpose b.Writing a Purpose Statement c.Audience Chapter 3 Planning and Prewriting a. Three Planning Strategies b. Prewriting c. Developing a Working Thesis or Goal d. Creating a Schedule Chapter 4 Finding the Best Organization a. Identify Typical Organizational Patterns b. Determine Specific Organizational Needs c. Make an Outline Chapter 5 Drafting a.Getting Ready to Draft b.Drafting Strategies c.Obtaining Feedback Chapter 6 Making the Organization Visible: Paragraphs, Transitions, and Formatting a. Paragraphs b. Transitions and Preview/Review Statements c. Formatting: Headings and Bulleted or Numbered Lists Chapter 7 Revising, Editing, and Proofreading a.Revising Sample Revised Essay Sample Revised Memo b.Editing c.Proofreading Chapter 8 Writing Arguments a. Types of Arguments: Making Claims and Initiating Actions b. Context, Purpose, and Audience c. Organizing and Developing your Argument Sample Page: Persuasive Essay Sample Page: Research Paper Sample Persuasive Memo d. Establishing Credibility and Appealing to your Audience Chapter 9 Visual Elements of Writing a. Visual Design b. Academic and Workplace Document Design Sample Memos c. Using Graphics or Visual Aids d. Incorporating Graphics into Documents Sample Memo e. Creating a Web Page or Web Site Chapter 10 Writing with Others a.Types of Collaboration b.Collaborative Writing Technologies Chapter 11 Ethical Writing: Avoiding Plagiarism and Other Forms of Misrepresentation a.Ethical Writing at School b.Ethical Writing at Work Chapter 12 Academic and Workplace Presentations a. Basic Communication Strategies b. Planning Your Presentation c. Drafting Your Presentation d. Integrating Visual Aids Sample PowerPoint slides e. Overcoming Anxiety f. Differences Between Academic and Workplace Presentations...



[Read The Writer's Handbook for College and Career Online](#)



[Download PDF The Writer's Handbook for College and Career](#)

Related eBooks



It's Just a Date: How to Get 'em, How to Read 'em, and How to Rock 'em

HarperCollins Publishers. Paperback. Book Condition: new. BRAND NEW, It's Just a Date: How to Get 'em, How to Read 'em, and How to Rock 'em, Greg Behrendt, Amiira Ruotola-Behrendt, A fabulous new guide to dating...

[Save Document »](#)



Talking Digital: A Parent s Guide for Teaching Kids to Share Smart and Stay Safe Online

Createspace, United States, 2014. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book. It is time for the digital talk. Today, kids are growing up in a wired world. Their...

[Save Document »](#)



The Preschool Inclusion Toolbox: How to Build and Lead a High-Quality Program

Brookes Publishing Co, United States, 2015. Paperback. Book Condition: New. 274 x 213 mm. Language: English . Brand New Book. Filled with tips, tools, and strategies, this book is the comprehensive, practical toolbox preschool administrators...

[Save Document »](#)



Learn em Good: Improve Your Child s Math Skills: Simple and Effective Ways to Become Your Child s Free Tutor Without Opening a Textbook

Createspace, United States, 2010. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.From a certified teacher and founder of an online tutoring website-a simple and...

[Save Document »](#)



How to Make a Free Website for Kids

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...

[Save Document »](#)