



4 Courses

Writing and Editing: Word  
Choice and Word Order

Writing and Editing:  
Structure and Organization

Writing and Editing: Drafting

Writing and Editing: Revising



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**Shalini Samanta**

has successfully completed the online, non-credit Specialization

# Good with Words: Writing and Editing

Perhaps the most important thing students and professionals of all kinds can do to improve their effectiveness is embrace the following advice: become good with words. This series of courses targeted the writing side of that recommendation. The skills it focused on included (1) how to arrange a complex set of information in a reader-friendly way (2) how to use compelling details to make a point (3) how to punctuate and paragraph like a professional (4) how to add nuance to sentences and slogans (5) how to manage short-term and long-term projects (6) how to give and receive high-quality feedback.

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