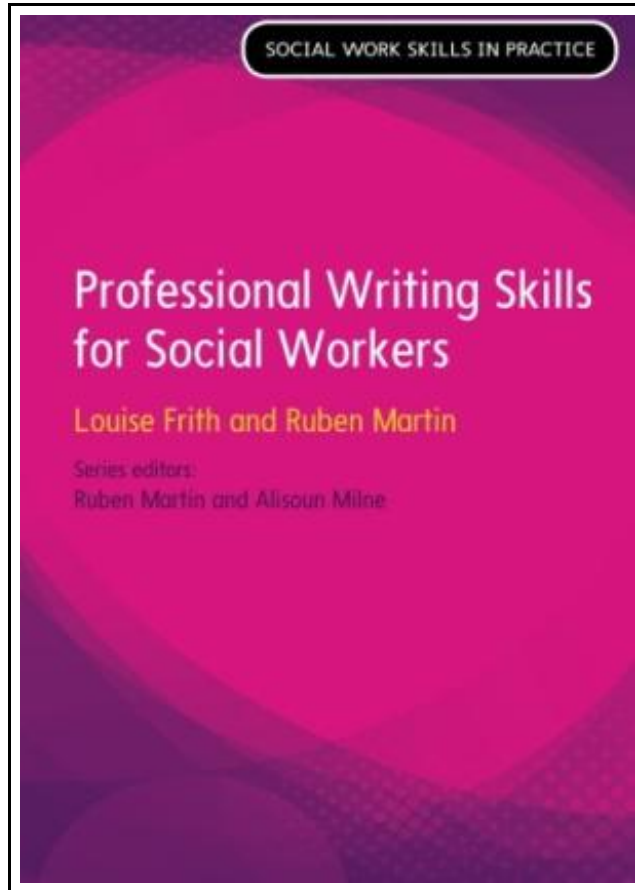


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Reviews

The publication is great and fantastic. It is probably the most remarkable book i actually have read through. Its been printed in an exceedingly easy way and it is merely right after i finished reading through this publication where in fact altered me, modify the way i think.
(Tomas Witting)

PROFESSIONAL WRITING SKILLS FOR SOCIAL WORKERS



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Open University Press. Paperback. Book Condition: new. BRAND NEW, Professional Writing Skills for Social Workers, Louise Frith, Ruben Martin, Communicating in writing is a highly valued skill which is central to the fabric of social work practice. Good writing is critical in informing sound decisions in the interests of service users, yet it is a skill that can often be neglected in the face of demanding social work roles. This book aims to help social workers to write clearly, accurately and objectively in all contexts, so that they can communicate effectively with multiple audiences. It gives social workers practical guidance and advice on how to write unambiguously, efficiently and analytically, demonstrating how important writing skills are to the professional identity of social workers. Topics covered include: * Advice on all communication types including emails, letters, case notes, reports, funding applications and text messages * Techniques for planning and organising your writing * Using professional language and vocabulary appropriate to your audiences * A refresher on common grammar mistakes that can detract from your message * Information on the legal frameworks you should be aware of when recording events, conversations, and recommendations * Meeting the requirements of reports where space to express yourself may be at a premium Each chapter contains numerous exercises, with examples of good analytical writing included to help writers to develop their own competence. Case studies drawn from real scenarios relate the skills being discussed directly to practice. This book is an indispensable manual for all social work students, newly qualified social workers and experienced professionals who want a practical guide to improving their writing.



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