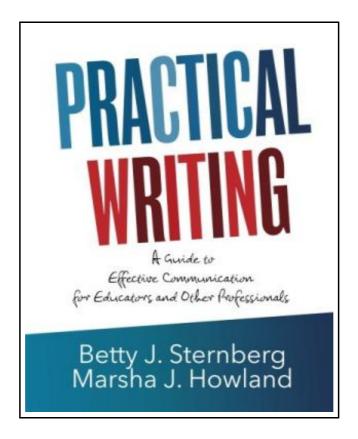
# Practical Writing: A Guide to Effective Communication for Educators and Other Professionals (Paperback)



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## Reviews

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# PRACTICAL WRITING: A GUIDE TO EFFECTIVE COMMUNICATION FOR EDUCATORS AND OTHER PROFESSIONALS (PAPERBACK)



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Createspace, United States, 2015. Paperback. Book Condition: New. 254 x 203 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*\*. Tired of scratching your head over advice and advise? Do the words assure, ensure and insure drive you crazy? Do you get confused by its and it s? If so, you need this book. Practical Writing is a no-frills, no-nonsense book about how to write well, from content to flow to the final bits of polishing. It has no long-winded explanations of gerunds or past participles. It just offers straightforward summaries of writing rules with real-life examples of good and bad writing and incorrect and correct usage. Written by the former commissioner of education in Connecticut and a retired director of communications for the Connecticut State Department of Education, the guide begins with five principles of good writing (Clarity Counts, Quantity Counts, Passion Counts, Sequence Counts and Grammar Counts). It presents 25 mistakes most frequently made (including why they re mistakes and how to fix them), plus tips for proofreading and exercises based on real-world writing to help you hone your skills. There s even a fun, yet helpful, set of Final Thoughts. Whether you re writing your first college or graduate school paper; a letter to students, parents and staff at your school; a notice to the patients in your medical or dental practice; a memo to your clients or employees; or even your fifth book, Practical Writing is an indispensable resource. Keep it next to you on your desk or workstation or carry it in your computer bag. Make it your go-to reference whenever you write.

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