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Healthcare Writing Michael A. Arntfield, James W. Johnston, 2016-08-15 Notable for its use of real document examples drawn from actual healthcare settings, in addition to its central section's extended focus on narrative medicine and new media writing, Healthcare Writing: A Practical Guide to Professional Success provides a wide-ranging, much-needed contemporary perspective on the modes and contexts of writing most pertinent to today's healthcare professionals. Aimed at students enrolled in university- or college-level healthcare programs, healthcare communication specialists, as well as at current clinical practitioners seeking a portable reference and guide, this book combines a detailed discussion of approaches to key healthcare document types—both professional and academic—with a thorough but accessible overview of essential points of grammar, punctuation, and style.

Writing for Science and Engineering: Papers, Presentations and Reports Heather Silyn-Roberts, 2000-10-11 Are you a post-graduate student in Engineering, Science or Technology who needs to know how to: Prepare abstracts, theses and journal papers Present your work or ally Present a progress report to your funding body Would you like some guidance aimed specifically at your subject area? ... This is the book for you; a practical guide to all aspects of post-graduate documentation for Engineering, Science and Technology students, which will prove indispensable to readers. Writing for Science and Engineering will prove invaluable in all areas of research and writing due its clear, concise style. The practical advice contained within the pages alongside numerous examples to aid learning will make the preparation of documentation much

easier for all students.

Harness the Email Writing Process Paul Lima,2014-08-25 Harness the Email Writing Process is a book written specifically for people who want to improve their email-writing skills and abilities. This book is based on a business-writing course that I teach for University of Toronto continuing education students and corporate clients. The course is based on Harness the Business Writing Process, a book that covers writing email messages, letters, reports and proposals, web content and several other documents. Harness the Email Writing Process is for you if you are looking to become a more effective and efficient email writer--a person who makes your points in a clear, concise, focused manner and gets readers to take clearly defined action by a specific date. When it comes to email writing, this book will get you grounded and focused—especially if you often feel as if you're spinning your wheels—by having you think about your topic, purpose and audience before you write. Then the book will then help you organize and write sinple and complex email messages in a well-structured, focused, clear and concise manner. Ultimately, applying the principles outlined in Harness the Email Writing Process will make you a more effective and efficient writer. Effectiveness and efficiency. When it comes to communicating, who could ask for anything more?

Academic and Business Writing Maggie Sokolik, What characterizes academic writing and business writing? What are the differences between the two genres? Where do they intersect? This book offers an overview of the features of both styles of writing, as well as opportunities to improve your writing skills in a wide variety of contexts. This book was written to accompany the free online course of the same name, the second of two courses offered by the College Writing Programs of the University of California, Berkeley, through edX.org. For students in the course, this book offers additional ways to practice writing, editing, and reviewing the materials. However, the materials here are independent of the course, and function as an effective study of academic and business writing.

ESL Dialogue Builder Casey O. Jordan,2025-10-29 Are you an English learner struggling to speak naturally in real-life situations? Do you memorize grammar rules but freeze during actual conversations? ESL Dialogue Builder is your practical solution to gaining fluency, confidence, and everyday communication skills—without the fluff, overwhelm, or outdated textbook phrases. This isn't just another English workbook filled with isolated vocabulary. Instead, it's a comprehensive dialogue-based guide built on the real phrases and expressions native speakers actually use at work, in school, during travel, and in daily life. In this book, you'll learn how to: Speak confidently in real-world settings: work meetings, hotel check-ins, airport conversations, restaurants, shops, classrooms, and more Master natural greetings, introductions, and small talk Handle emergencies, ask for directions, and navigate public transport Use roleplay, repetition, and shadowing to improve speaking fluency Build strong listening and comprehension skills through situational dialogue Understand context-specific vocabulary, tone, and polite expressions Communicate clearly and professionally in English emails, phone calls, and texts

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A Guide to Writing in Business Stephen A. Bernhardt, Nancy Sommers, 2020-02-01 A Guide to Writing in Business, part of the Writer's Help Guidebook Series, offers writing and research support for students writing in the discipline. This compact yet comprehensive guidebook provides the value students want with the essential instruction they need to complete writing tasks successfully. Students will find advice on how to think, read, research, and design and write papers, and projects and presentations like a business professional. Coverage includes the following topics, all focused on the specific needs of writers in business: Writing process Conventions in the discipline Integrating and evaluating sources Documentation style required in the discipline--with plenty of models Sample student writing

Electronic Writing Centers David Coogan, 1999 This book describes the emerging practice of e-mail tutoring; one-to-one correspondence between college students and writing tutors conducted over electronic mail. It reviews the history of Composition Studies, paying special attention to those ways in which writing centers and computers and composition have been previously hailed within a narrative of functional literacy and quick-fix solutions. The author suggests a new methodology for tutoring, and a new mandate for the writing center: a strong connection between the rhythms of extended, asynchronous writing and dialogic literacy. The electronic writing center can become a site for informed resistance to functional literacy.

Writing That Works: Communicating Effectively on the Job with 2020 APA Update Gerald J. Alred, Walter E. Oliu, Charles T. Brusaw, 2020-04-01 More than ever, Writing That Works is the right choice for the most up-to-date coverage of business writing. Real-world model documents are grounded in their rhetorical contexts to guide students in navigating the increasingly complex world of business writing. Now in full-color, the thirteenth edition continues to reflect the central role of technology in the office and the classroom, showcasing the most current types of business documents online and in print, providing succinct guidelines on selecting the appropriate medium for your document, communication, or presentation, and featuring new advice on creating a personal brand as part of a successful job search. Also available as an e-book and in

loose-leaf, Writing that Works offers robust but accessible coverage at an affordable price.

A Guide to Writing as an Engineer David F. Beer, David A. McMurrey, 2019-04-26 Everyone knows that engineers must be good at math, but many students fail to realize just how much writing engineering involves: reports, memos, presentations, specifications—all fall within the purview of a practicing engineer, and all require a polished clarity that does not happen by accident. A Guide to Writing as an Engineer provides essential guidance toward this critical skill, with practical examples, expert discussion, and real-world models that illustrate the techniques engineers use every day. Now in its Fifth Edition, this invaluable guide has been updated to reflect the most current standards of the field, and leverage the eText format to provide interactive examples, Engineering Communication Challenges, self-quizzes, and other learning tools. Students build a more versatile skill set by applying core communication techniques to a variety of situations professional engineers encounter, equipping them with the knowledge and perspective they need to succeed in any workplace. Although suitable for first-year undergraduate students, this book offers insight and reference for every stage of a young engineer's career.

The Communication Clinic: 99 Proven Cures for the Most Common Business Mistakes Barbara Pachter, Denise Cowie, 2016-12-16 The proven prescription for powerful business communication Sending an email plagued with typos. Rushing through a presentation. Never saying "no." Under-dressing for a company event. What do these all have in common? Bad messaging. The Communication Clinic is a comprehensive, commonsense guide to getting the job of your dreams and presenting yourself in the best light through your writing, speaking, body language, and overall appearance. In no time, you'll begin recognizing the subtle mistakes that are holding you back, and taking steps to overcome them. The Communication Clinic provides the proven prescription for: • Writing effective emails • Developing a professional presence • Mastering verbal and nonverbal communication • Using social media for career success • Designing and delivering powerful presentations • Being assertive (but not aggressive) in person and online • Managing conflict Business interactions are increasingly done over digital platforms and across traditional boundaries. Never has clear communication been more critical. Unskilled communicators can create awkward situations, negatively affect business profitability, and even end their own careers with a few poorly chosen keystrokes. Consult The Communication Clinic and you'll show everyone that you understand your job, that you care about your career, and that you work well with others—all of which come across loud and clear through effective communication.

Patterns for College Writing, Brief Edition Laurie G. Kirszner, Stephen R. Mandell, 2015-01-02 Laurie Kirszner and Stephen Mandell, authors with thirty years of experience teaching college writing, know what works in the classroom and have a knack for picking just the right readings. In Patterns for College Writing, Brief Edition, they provide students with exemplary rhetorical models and instructors with class-tested selections that balance classic and contemporary essays. Along

with more examples of student writing than any other reader, Patterns has the most comprehensive coverage of active reading, research, and the writing process, with a five-chapter mini-rhetoric; the clearest explanations of the patterns of development; the most thorough apparatus of any brief rhetorical reader; and the most comprehensive coverage of argumentative writing. And this new brief edition includes exciting new readings, images, and debate and casebook topics.

<u>Legal Writing--getting it Right and Getting it Written</u> Mary Barnard Ray, Jill J. Ramsfield, 2005 Designed as a desktop reference for legal writers, the fourth edition of this book adds new entries and updates current entries, provides reference material and guidance on improving one's legal writing, includes a large index with cross-references under each entry, and addresses common questions legal writers have. Covering issues small and large, it offers quick, reliable answers.-Publisher's website.

Patterns for College Writing Laurie G. Kirszner, Stephen R. Mandell, 2014-11-11 Laurie Kirszner and Stephen Mandell, authors with thirty years of experience teaching college writing, know what works in the classroom and have a knack for picking just the right readings. In Patterns for College Writing, they provide students with exemplary rhetorical models and instructors with class-tested selections that balance classic and contemporary essays. Along with more examples of student writing than any other reader, Patterns has the most comprehensive coverage of active reading, research, and the writing process, with a five-chapter mini-rhetoric; the clearest explanations of the patterns of development; the most thorough apparatus of any rhetorical reader; and the most comprehensive coverage of argumentative writing—all reasons why Patterns for College Writing is the best-selling reader in the country. And the new edition includes exciting new readings, images, and debate and casebook topics. Patterns is now available as a Bedford e-Book to Go and in a variety of formats that can be downloaded to a computer, tablet, or e-reader. And now with the new edition, you can meet students where they are: online. Our newest set of online materials, LaunchPad Solo, provides all the key tools and course-specific content that you need to teach your class. Get all our great course-specific materials in one fully customizable space online; then assign and mix our resources with yours. To package LaunchPad Solo free with Patterns for College Writing, use ISBN 978-1-319-01312-7.

Writing Conventions Min-Zhan Lu, 2006

The Art of Unit Testing, Third Edition Roy Osherove, 2024-03-26 Unit testing is more than just a collection of tools and practices—it's a state of mind! This bestseller reveals the master's secrets for delivering robust, maintainable, and trustworthy code. Thousands of developers have learned to hone their code quality under the tutelage of The Art of Unit Testing. This revised third edition updates an international bestseller to reflect modern development tools and practices, as well as to cover JavaScript. Inside The Art of Unit Testing, Third Edition you will learn how to: Create readable, maintainable, and trustworthy tests Work with fakes, stubs, mock objects, and isolation frameworks Apply simple dependency injection

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Patterns for College Writing, High School Edition Laurie G. Kirszner, Stephen R. Mandell, 2014-11-21 Patterns for College Writing is a best-seller in high schools because its approach to writing works- focusing students on the kinds of reading and writing they will need to do in order to succeed in class and on their state and national exams. The authors provide students with exemplary models and instructors with class-tested selections that balance classic and contemporary essays. Along with more examples of student writing than any other reader, Patterns has the most comprehensive coverage of active reading, research, and the writing process, with a five-chapter mini-rhetoric; the clearest explanations of the patterns of development; and the most thorough apparatus of any rhetorical reader. The new edition includes exciting new readings and expanded coverage of critical reading, working with sources, and research.

Business Communication with Writing Improvement Exercises Phyllis Davis Hemphill, Donald W.

McCormick,Robert D. Hemphill,2001 This workbook/textbook introduces a basic theory of communication, then presents basics of business communications: attractive appearance, a tone of good will, and a clear and complete message. Applies these principles to different types of messages, such as sales, persuasive, credit, collection, an.

<u>Teaching Academic Writing</u> Brian Paltridge,2009 Chapters address a full range of critical topics, including the context and process of academic writing, needs analysis, teaching approaches, the interrelationship between writing and vocabulary, intercultural perspectives, feedback and assessment. Each chapter includes Classroom Implications, tasks and techniques for teaching, and some possible exercises to use with students. Chapters begin with thought-provoking questions and end with a section designed to help users consider their own beliefs and classroom practices. -- Back cover.

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