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Michael Lawrence Faulkner, Michelle Faulkner-Lunsford

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express their thoughts clearly and effectively This latest edition is expanded to include an extensive glossary of American idiomatic expressions developed to assist users from other backgrounds and cultures new chapters with tips on little known facts of usage such as compound words hyphenation numeration and capitalization and explanations of technical problems encountered in writing and editing with tips and exercises to help solve them For anyone faced with the challenges of written English Writing with Precision can help readers write more clearly more effectively and more precisely than they ever have

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of years of storytelling literature and experience Indispensable for everyone who wants to help others succeed and flourish Reference Manual for the Office Clifford R. House, Kathie Sigler, 1989 Prepare your students to enter the office workplace by strengthening their communication document formatting retrieval and mailing information processing and job search skills This valuable reference guide includes all important fundamentals and has been thoroughly revised and expanded to reflect the changes brought to the office by computers word processors and other technological innovations A new section on international business has been added to reflect the changing global business environment The Exciting World of **Creative Writing** Ruth E. McDaniel, 1997 This workbook is an excellent foundation for developing creative writing skills Topics covered include the tools needed for writing review of sentence structures poetry styles and techniques writing dialogue outlining a story writing powerful beginnings and endings rewriting and proofreading manuscript preparation and critiques copyrights how to get published and a Christian philosophy of writing Grades 7 8 **University of California** Union Catalog of Monographs Cataloged by the Nine Campuses from 1963 Through 1967: Subjects University of California (System). Institute of Library Research, University of California, Berkeley, 1972 Word Ways ,1972 ,1977 The Cat's Got Our Tongue Claire Necker, 1972

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