

# Just Writing Grammar Punctuation And Style For The Legal Writer

Just Writing-Anne Enquist 2009 Companion Website: [www.aspenlawschool.com/oates\\_enquist](http://www.aspenlawschool.com/oates_enquist) Adapted from the popular Legal Writing Handbook, this powerful guide focuses exclusively on the style, grammar, punctuation, and the mechanics of strong legal writing. With the authors' trademark step-by-step approach, Just Writing enables students to master a skill that will contribute to their success in both law school and practice. Proven to be effective in the classroom, The Third Edition features: honed coverage that zeroes in on style, grammar, punctuation, and the mechanics of legal writing in a concise length and format tips and techniques for every step of the writing process: planning, drafting, revising, editing, and proofreading the authors' trademark straightforward, building-block approach clear explanations and crafted examples practice exercises that allow students to use specific skills covered in the text writing for ESL students "Quick Tips" about writing integrated throughout the text a Glossary of Usage a bound-in CD with practice exercises a dedicated Teacher's Manual, with specific teaching suggestions for each chapter in the book additional teaching and testing materials on a Teaching Materials Website, available to adopters Enquist and Oates's clarity and finely honed content make Just Writing the perfect complement to any legal writing course. New professors will especially appreciate the ample teaching support that accompanies this book.

Just Writing-Anne Enquist 2022 "Introductory text on grammar and style for legal writers"--

Just Writing-Aspen Publishers 2001-04-01

Just Writing-Anne Enquist 2017-04-10 Buy a new version of this Connected Casebook and receive access to the online e-book, practice questions from your favorite study aids, and an outline tool on CasebookConnect, the all in one learning solution for law school students. CasebookConnect offers you what you need most to be successful in your law school classes - portability, meaningful feedback, and greater efficiency. This loose leaf version of the Connected Casebook does not come with a binder. From the authors of the widely praised Legal Writing Handbook, the Fifth Edition of this comprehensive guide hones in on the basic principles of grammar, punctuation, and legal style. Clear guidance, examples, and practical advice make this a perfect companion to legal writing texts and indispensable to the process of writing and editing legal documents. In the Fifth Edition, CasebookConnect links the text to a variety of online resources and materials. Expanded coverage for ESL legal writers (in the text) includes examples and discussion of how and when to apply sentence patterns frequently employed in common law legal reasoning. Just Writing, Fifth Edition, features: The perfect balance of explanatory text and examples Tips and techniques for every step of the writing process Instruction for writing with precision and eloquence Advice on when to use legal terms or plain English A legal writing chapter that specifically addresses ESL legal writers Quick Tips and Practice Exercises--now on CasebookConnect A diagnostic exam for grammar and punctuation A helpful Glossary of Usage, offering hints on word choice CasebookConnect features: ONLINE E-BOOK Law school comes with a lot of reading, so access your enhanced e-book anytime, anywhere to keep up with your coursework. Highlight, take notes in the margins, and search the full text to quickly find coverage of legal topics. PRACTICE QUESTIONS Quiz yourself before class and prep for your exam in the Study Center. Practice questions from Examples & Explanations, Emanuel Law Outlines, Emanuel Law in a Flash flashcards, and other best-selling study aid series help you study for exams while tracking your strengths and weaknesses to help optimize your study time. OUTLINE TOOL Most professors will tell you that starting your outline early is key to being successful in your law school classes. The Outline Tool automatically populates your notes and highlights from the e-book into an editable format to accelerate your outline creation and increase study time later in the semester.

The Only Grammar Book You'll Ever Need-Susan Thurman 2003-05-01 The Only Grammar Book You'll Ever Need is the ideal resource for everyone who wants to produce writing that is clear, concise, and grammatically excellent. Whether you're creating perfect professional documents, spectacular school papers, or effective personal letters, you'll find this handbook indispensable. From word choice to punctuation to organization, English teacher Susan Thurman guides you through getting your thoughts on paper with polish. Using dozens of examples, The Only Grammar Book You'll Ever Need provides guidelines for: Understanding the parts of speech and elements of a sentence Avoiding the most common grammar and punctuation mistakes Using correct punctuation in every sentence Writing clearly and directly Approaching writing projects, whether big or small Easy to follow and authoritative, The Only Grammar Book You'll Ever Need provides all the necessary tools to make you successful with every type of written expression.

Say What?-C. S. Lakin 2015-08-19 Finally! A grammar guide specifically designed for fiction writers! Introducing the second edition, with more than fifty new entries! WRITING CORRECTLY DOESN'T HAVE TO BE HARD Great writers write well. Grammatical errors mark a manuscript as unprofessional and the author as sloppy or an amateur. But you don't have to memorize the myriad of grammar, punctuation, and usage rules to have a well-written book. If you're a novelist or write creative nonfiction, this handy guide is essential-giving you the most common and applicable rules and tips to make your book shine-minus the pain! Inside you'll find Short, concise, and often humorous explanations of important grammar, punctuation, and word usage rules as featured on the award-winning blog Live Write Thrive. Bonus fiction-writing tips to help you tighten your prose and say what you mean in fewer, more appropriate words. Easy-to-navigate sections and a comprehensive index so you can find the answer to your grammar question right away. Whether you're a novice or experienced writer, you'll benefit from these clear and helpful explanations of grammar and usage based on The Chicago Manual of Style-the US book publishing industry's authoritative reference guide. You no longer need to search the web or thumb through a stack of grammar books to find simple answers to your grammar questions. With Say What? at your fingertips, you'll spend less time fretting over grammar and more time writing. And you'll become a better writer in the process! Here's what writing instructors say about this handy grammar book: "Good, concise and easily accessible reference books on grammar and usage is hard to find. I mean, are hard to find. This is one of them." -James Scott Bell, bestselling novelist, writing coach, and author of Revision and Self-Editing for Publication "This handy, user-friendly reference book, presented with style and humor, is a must for any writer serious about honing their craft and garnering respect for their works. An essential resource, the e-book will save you time with all its quick links to the short, snappy topics, and the print version is small enough to stay within reach beside your computer, so I highly recommend getting both. Respected editor and writer Susanne Lakin succeeds in making a dry topic interesting and meaningful! And using this book will also help you reduce your editing costs." -Jodie Renner, editor and author of Style That Sizzles "As a self-professed grammar nerd, let me just say this: The world needs more grammar nerds. Editor Lakin is doing her part to make this happen with her pithy, fun, and supremely useful guide to the everyday writing mistakes most of us don't even realize we're making. Her book is conversational and approachable enough to make for enjoyable reading. But its true value is in its 'lookupability.' This is the perfect guide to keep on your desk, next to your computer, for those moments when you're just not sure which word is right." -K. M. Weiland, author of Structuring Your Novel and Outlining Your Novel

Writing for Litigation-Kamela Bridges 2020-02-02 Writing for Litigation, Second Edition, explains and shows students how to draft litigation documents like a lawyer. Because litigation practice can't be boiled down to just a few forms, this text provides drafting instruction for the full range of documents used in litigation practice. Authors Kamela Bridges and Wayne Schiess systematically address how audience, purpose, strategy, and ethics factor into the content and tone of effective legal writing at every stage of a case—from client engagement letters to motions, discovery, affidavits, and jury instructions. Students will develop an understanding of the tone and content appropriate to their strategic objectives and their audience. The authors' backgrounds in legal practice shed light on lawyering skills in Practice Tips throughout the text. New to the Second Edition: Discussion of the ethical principles that govern each type of document, tied to the Model Rules of Professional Responsibility Text and examples that reflect the trend toward electronic filing of documents Revised treatment of discovery issues that reflect changes to the Federal Rules of Civil Procedure Sample e-mail letters to a client and opposing counsel How to communicate professionally with text messages Updated cover and page design that offer a new, modern look and more reader-friendly experience Professors and students will benefit from: Broad coverage of both common documents such as pleadings, discovery requests, and motions; and of ancillary documents such as demand letters, client communications, and

affidavits Practical tips and advice on strategic legal drafting, writing unambiguously, and diversity sensitivity Clear guidance to the component parts of each type of document A complete set of sample documents in the Appendix

The Lawyer's Guide to Writing Well-Tom Goldstein 2003-01-13 This eminently practical volume demystifies legal writing, outlines the causes and consequences of bad writing, and prescribes straightforward, easy-to-apply remedies that will make your writing readable. Complete with usage notes that address lawyers' most common errors, this well-organized book is both an invaluable tool for practicing lawyers and a sensible grounding for law students. This much-revised second edition contains a set of editing exercises (and a suggested revision key with explanations) to test your skill. This book is a definitive guide to becoming a better writer—and a better lawyer.

Briefs and Beyond-Mary Beth Beazley 2021-01-31 This book hits the sweet spot between books that focus only on briefs and books that try to do too much. Expertly written and constructed by Mary Beth Beazley and Monte Smith, Briefs and Beyond: Persuasive Legal Writing gives law professors options to supplement a persuasive writing course with complaints, demand letters, and other persuasive documents while not overwhelming their students. Professors and student will benefit from: A behavioral approach to legal writing A focus on how documents look as well as what they say Sidebars that answer students' common questions as they go along Effective formulas for legal writing that ease the writing process Many examples of both good and bad writing throughout that illustrate concepts covered in the text

Quick & Easy English Punctuation-Richard De A'Morelli 2017-02-09 Learn how to use commas, semicolons, and other punctuation correctly. This essential handbook for writers and students presents a well-organized collection of English punctuation rules and simple examples that will help you write with impact and style. Punctuation is more important than you might think. It allows your words to tell their story. These small but crucial marks in your sentences are like road signs; without them, readers can get lost in a jumble of words. Learning basic rules of punctuation is a must if you want to write well. Fortunately, the rules are easy to learn, and you will find many helpful shortcuts in this new book. The author, a distinguished editor with thirty years of experience, offers bite-size tutorials and simple advice on how to use commas, parentheses, dashes, and other punctuation marks in all kinds of writing, both fiction and nonfiction. In addition to learning easy rules to help you correctly punctuate whatever you write, you will discover that these rules are not set in stone—you can rearrange your sentences and use punctuation creatively to make your writing more concise and interesting. Quick & Easy English Punctuation is aimed at these readers who may benefit from this useful guide: -- Writers of all skill levels will learn how to recognize and fix punctuation errors in their manuscripts, and how punctuation can be used creatively to add clarity and sparkle to their sentences. -- Students can use these rules to correctly punctuate term papers and other academic writing. -- Teachers can use this book to help students quickly grasp basic concepts of English punctuation. -- ESL/EFL learners will benefit from the many short, easy-to-understand examples featured in the book. -- Employees can follow these rules to create punctuation-perfect reports, manuals, and other documents in the workplace. Read any chapter of this book, follow the simple rules, and you will see a fast improvement in the quality of your writing. Read a chapter a day, and in two weeks, you should have a solid understanding of punctuation and be able to add a touch of style and polish to everything you write. This handy desktop reference expands on the author's bestselling writing guide, Elements of Style 2017. It includes material drawn from that book but delves deeper into punctuation, providing more examples and an additional eighty pages of content. Once you have mastered the concepts in this book, you may wish to read Elements of Style 2017, which offers a comprehensive primer on English grammar, available in e-book and paperback editions at major booksellers worldwide.

The Only Grammar & Style Workbook You'll Ever Need-Susan Thurman 2012-07-16 Everyone wants to produce writing that is clear, concise, and grammatically accurate, but getting to that point is not always easy. If you've ever had difficulty finding the right phrase to complete a simple sentence or have struggled to put a complicated thought into words, The Only Grammar and Style Workbook You'll Ever Need is for you. In this book, grammar savant Susan Thurman guides you through the complexities of spelling, usage, and style in the English language. Her comprehensive drills show you how to: Find the right words Identify the parts of speech Recognize elements of a good sentence Avoid common grammatical and punctuation mistakes Write clearly and directly With more than 150 exercises and in-depth lessons, this workbook will quickly become your go-to resource for all your writing needs.

Legal Reasoning, Research, and Writing for International Graduate Students-Nadia E. Nedzel 2021-01-31 Legal Reasoning, Research, and Writing for International Graduate Students, Fifth Edition, helps international students understand and approach legal reasoning and writing the way law students and attorneys do in the United States. With concise and clear text, Professor Nedzel introduces the unique and important features of the American legal system and American law schools. Using clear instruction, examples, visual aids, and practice exercises, she teaches practical lawyering skills with sensitivity to the challenges of ESL students. New to the Fifth Edition: Streamlined presentation makes the material even more accessible. Chapters are short, direct, and to the point. Five chapters on reasoning and writing, including exam skills, office memos, and rewriting. Full chapters on contract drafting and scholarly writing. New flowcharts provide a concise, visual overview for each chapter. Citation coverage updated to new 21st edition of The Bluebook. Simplified examples and exercises. Three thoroughly revised chapters on legal research, including non-fee legal research and technological changes in the practice of U.S. law. Professors and student will benefit from: Comparative perspective informs readers about the unique features of American law as compared to civil law, Islamic law, and Asian traditions. Explanations of practical skills assume no former knowledge of the American legal system. U.S. law school necessary skills explained immediately: case briefing, creating a course outline, time management, reading citations, and writing answers to hypothetical exam questions. Short, lucid chapters that reiterate major points to aid comprehension. Clear introductions to writing hypothetical-based exams, legal memoranda, contract drafting and scholarly writing. An integrated approach to proper citation format, with explanation and instruction provided in context. Discussion of plagiarism and U.S. law school honor codes. Practical skill-building exercises in each chapter. Research exercises are primarily Internet-based Charts and summaries that are useful learning aids and reference tools

The Blue Book of Grammar and Punctuation-Lester Kaufman 2021-05-04 The best-selling workbook and grammar guide, revised and updated! Hailed as one of the best books around for teaching grammar, The Blue Book of Grammar and Punctuation includes easy-to-understand rules, abundant examples, dozens of reproducible exercises, and pre- and post-tests to help teach grammar to middle and high schoolers, college students, ESL students, homeschoolers, and more. This concise, entertaining workbook makes learning English grammar and usage simple and fun. This updated Twelfth Edition reflects the latest updates to English usage and grammar and features a two-color design and lay-flat binding for easy photocopying. Clear and concise, with easy-to-follow explanations, offering "just the facts" on English grammar, punctuation, and usage Fully updated to reflect the latest rules, along with quizzes and pre- and post-tests to help teach grammar Ideal for students from seventh grade through adulthood in the US and abroad For anyone who wants to understand the major rules and subtle guidelines of English grammar and usage, The Blue Book of Grammar and Punctuation offers comprehensive, straightforward instruction.

The Mechanics of Writing-Dona J. Young 2009-04 Do Commas Matter? Consider the story about my friends were heir to Uncle Josef's estate. Well, Josef wasn't really anyone's uncle, but that's what everyone called him. Uncle Josef's Last Will and testament read, I leave my entire estate to my dear friends Robert, Rosie, Charley and Sophie. The problem? Robert and Rosie filed a lawsuit stating that Charley and Sophie together were due a third of Uncle Josef's estate. Why? Uncle Josef hadn't placed a comma between Charley and Sophie. The judge agreed. Anyone who ever know uncle Josef has been careful about their pauses ever since. At last! A book on punctuation that is not a mere reference book: rather, this book invites readers on a personal journey... meant to be read cover-to-cover, this book effectively takes he mystery out of punctuation and provides practice on essential writing skills. --Elisabeth Anderson, Writing Instructor, College of DuPage A straight-forward handbook that has been infinitely more useful than any handbook or workbook I've used in college. --Dominie Schiralli, Fine Arts Major, Indiana University Northwest Students who used this method had a much easier time with composition. Because they understood grammar and mechanics, they could focus on building their writing skills. This is a great method producing fantastic results. --Peggy Patlan, Former Director of Education, Fox College The Mechanics of Writing is a manual of basic rules that actually builds writing skills, and my composition students who have used the unique method this book presents sing its praises! --Erika

Mikkall, Writing Instructor, Indiana University Northwest

Strategic Indeterminacy in the Law-David Lanius 2019 Though indeterminacy in legal texts is pervasive, there is a widespread misunderstanding about what indeterminacy is, particularly as it pertains to law. Legal texts present unique challenges insofar as they address a heterogeneous audience, are applied in a variety of unforeseeable circumstances and must, at the same time, lay down clear and unambiguous standards. Sometimes they fail to do so, however, either by accident or by intention. While many have claimed that indeterminacy facilitates flexibility and can be strategically used, few have recognized that there are more forms of indeterminacy than vagueness and ambiguity. A comprehensive account of legal indeterminacy is thus called for. David Lanius here answers that call and in so doing, addresses three central questions about the role of indeterminacy in the law. First, what are the sources of indeterminacy in law? Second, what effects do the different forms of indeterminacy have? Third, how can and should these forms be intentionally used? Based on a thorough examination of the advantages and disadvantages of the different forms of indeterminacy in the wording of laws, contracts, and verdicts, Lanius argues for the claim that semantic vagueness is less relevant than commonly supposed in the debate, while other forms of indeterminacy (in particular, polysemy and standard-relativity) are mistakenly underrated or even ignored. This misconception is due to a systematic confusion between semantic vagueness and these other forms of indeterminacy. Once it is resolved, the value and functions of linguistic indeterminacy in the law can be clearly shown.

Teksredaksie-Wannie Carstens 2012-04-01 "e;Teksredaksie is 'n baie welkome en uiters nuttige Afrikaanse handboek gemik op die byeenbring van die jongste insigte in teksversorging en die opleiding van taalpraktisyns."e;Hierdie kombinasie van teoretiese besinning en verantwoording met 'n duidelik gepaardgaande praktykgerigtheid is werklik uniek en behoort ongetwyfeld die bruikbaarheid van die boek in velerlei opleidingskontekste te verseker."e;- Prof Anne-Marie Beukes Hoof van Departement Linguistiek en Literatuurwetenskap, Universiteit van Johannesburg

The Essential Business Guide-Anna McGrail 2008

Writers at Work: From Sentence to Paragraph Student's Book-Laurie Blass 2010-08-09 "Writers at Work: From Sentence to Paragraph is the first book in a four-book series that provides students with a solid foundation in writing skills. Through the study of vocabulary and grammar, the book helps students to write accurate sentences relating to a topic. In the last three chapters, the book introduces the fundamentals of paragraph writing, and students progress to write basic paragraphs"--

Body Clutter-Marla Cilley 2007-01-02 In Sink Reflections, Marla Cilley -- the FlyLady -- helped hundreds of thousands of her fans combat overwhelming household C.H.A.O.S. (Can't Have Anyone Over Syndrome). Taking a "baby-steps" approach, she offered little chores to do every day, to wipe out clutter and feelings of inadequacy. Now, in Body Clutter, the FlyLady and Leanne Ely, the Dinner Diva and creator of the Saving Dinner series, team up to teach readers how to handle and erase the clutter they carry on their bodies and minds when it comes to body image. The FlyLady and Leanne say that it's not about finding the perfect diet, it's about the way you feel about food and your body and understanding sound nutrition. With warm voices, unique lingo, and no preaching, they apply a step-by-step technique, coaching the readers from beginning to end and sharing their own success stories along the way.

Teaching Grammar, Punctuation and Spelling Through Drama - Visual, Auditory and Kinaesthetic Activities-Debbie Chalmers 2013-04 All children need to learn the rules of spelling, punctuation and grammar - but they don't only have to be learned while sitting at a desk. For teachers who are tired of worksheets, exercises and reading schemes, this book offers a new approach to teaching literacy, through movement, speech and drama. There are over 70 clearly described and ready-to-use activities, covering each of the rules that children are expected to know and use in the SATs during Year 6. Extensions and challenges enable the activities to be used and enjoyed throughout Key Stage 2. Through acting out parts of speech, letter strings and punctuation, children will internalize the language and absorb ideas, skills and understanding. They will be able to draw on this stored knowledge and use it wherever they need it in the future - when they are being tested - but, more importantly, in their own writing. The combination of visual, aural and kinaesthetic approaches means that the activities suit all types of learner and can be confidently used with both large and small groups. A wide range of ability levels, and even mixed ages, may be easily taught together and high achievers may be challenged alongside those receiving extra support.

Pre-Algebra Out Loud-Pat Mower 2016-03-11 An essential guide for teaching students in grades 5-9 how to write about math Learning to read and write efficiently regarding mathematics helps students to understand content at a deeper level. In this third book in the popular math 'Out Loud' series, Mower provides a variety of reading and writing strategies and activities suitable for elementary and middle school pre-algebra courses, covering such key skills as integers and exponents, fractions, decimals and percents, graphing, statistics, factoring, evaluating expressions, geometry and the basics of equations. Includes dozens of classroom tested strategies and techniques Shows how reading and writing can be incorporated in any math class to improve math skills Provides unique, fun activities that will keep students interested and make learning stick This important guide offers teachers easy-to-apply lessons that will help students develop a deeper understanding of mathematics.

Teaching Grammar, Punctuation and Spelling in Primary Schools-David Waugh 2019-01-16 Trainee and beginning teachers often find the teaching of grammar, punctuation and spelling especially challenging as they are not confident in their own knowledge. This popular text explores and provides the subject knowledge you will need to teach grammar, punctuation and spelling and gives guidance on how to teach it. The text is really accessible and includes lots of examples and teaching ideas, enabling you to approach teaching with ease. Detailed examples of effective lessons show you how to engage children's interest in some of the more formal aspects of writing and throughout, activities and practical examples demonstrate how you can translate this learning into the classroom. This third edition has been updated to include more examples of children's work. A new chapter is added on 'Teaching grammar across the curriculum' to support an integrated approach to the teaching of grammar.

Just Write!-Sylvia Gunnery 1998 "Simple, provocative workshops to motivate students in grades 7-12 to write fiction, non-fiction, poetry and more. A thorough analysis of all stages of the writing process" Cf. Our choice, 1999-2000.

Culturally and Linguistically Diverse Exceptional Students-Elizabeth A. Grassi 2008-12-15 Connects theory to practice while presenting foundational teaching and assessment practices for CLDE students Practical in nature and designed with an eye toward universal design for learning, this text brings together foundational information from special education and ELL/bilingual fields to help teachers address the specific needs of culturally and linguistically diverse exceptional (CLDE) students. Key Features Case studies from teachers, students, and parents describe the personal challenges of CLDE students Authentic student language examples illustrate the concepts described and make practical connections to the research discussed Activities for further understanding allow students to review key points and connects theory to classroom practice Ancillaries available at [www.sagepub.com/grassi](http://www.sagepub.com/grassi) Password-protected instructor resources include PowerPoint lecture slides, sample syllabi, and Web resources. An open-access student study site provides online video clips of teachers in action, which exemplify different strategies and are accompanied by critical thinking questions from the authors. Students can also access additional case studies and relevant SAGE journal articles from the study site.

New Directions-Peter Gardner 2005-01-17 New Directions is a thematic reading-writing book aimed at the most advanced learners. It prepares students for the rigors of college-level writing by having them read long, challenging, authentic readings, from a variety of genres, and by having them apply critical thinking skills as a precursor to writing. This emphasis on multiple longer readings gives New Directions its distinctive character.

The Writer's Guide to Good Style-Katherine Lapworth 2019-01-23 LEARN HOW TO LIFT YOUR CREATIVE WRITING BY EMPLOYING A GOOD WRITING STYLE. Do you want to write more effectively, correctly and in a manner which is appropriate for this brave new world of text speak and blogging? Whether you are a professional writer, or writing for your profession, a journalist, non-fiction writer, or simply a would-be blogger, you will find essential guidance and the latest style rules in this book. It contains firstly a detailed breakdown of both the rules of grammar, punctuation and spelling and, secondly, a guide to making your work readable, structured and well-paced. Unlike any other style guide, it also sets out the new and evolving rules for 21st century writing such as blogging, chatrooms, and even PowerPoint presentations. ABOUT THE SERIES The Teach Yourself Creative Writing series helps aspiring authors tell their story. Covering a range of genres from science fiction and romantic novels, to illustrated children's books and comedy, this series is packed with advice, exercises and tips for unlocking creativity and improving your writing. And because

we know how daunting the blank page can be, we set up the Just Write online community at [tjustwrite](http://tjustwrite.com), for budding authors and successful writers to connect and share.

Analytical Writing-Thomas Perry Johnson 1966

The Gift of Anger-Marcia Cannon 2011-07-13 The Gift of Anger shows you how to discover the deeper meaning behind your anger, and change the relationships and situations in your life that frustrate you. In seven simple and effective steps, this book guides you past any level of anger, from mild irritation to rage, and toward a balanced approach to using anger for greater understanding and well-being. By learning to see anger as a gift, you'll be able to: Regain emotional balance after becoming angry; Identify and name the unmet needs at the root of your anger; Create an action plan for ensuring your needs are met; and Understand and forgive others and have compassion for yourself.

Writing Program Administration and the Community College-Heather Ostman 2013-10-01 From the history of the community college in the United States to current issues and concerns facing writing programs and their administrators and instructors, Writing Program Administration and the Community College offers a comprehensive look into writing programs at public two-year institutions.

The Manager's Pocket Guide to Effective Writing-Steve Gladis 1999 Whether you're a manager in charge of a group of writers, or a person interested in just improving his or her writing skills, The Manager's Pocket Guide to Effective Writing will help you write better using easy, practical, how-to steps that will guide you towards more effective writing, which will, in turn, allow you to make a better impression on others.

Three Steps to Revising Your Writing for Style, Grammar, Punctuation, and Spelling-Barbara E. Fassler Walvoord 1988

Ebony- 1978-05 EBONY is the flagship magazine of Johnson Publishing. Founded in 1945 by John H. Johnson, it still maintains the highest global circulation of any African American-focused magazine.

The Best Grammar Workbook Ever!-Arlene Miller 2015-04-01 The Best Grammar Workbook Ever! is a comprehensive instructional guide for ages 10-110. It covers grammar basics, common grammar problems, punctuation, capitalization, and word usage. In addition to a Pretest and Final Test, there are more than 100 practice exercises and tests at the end of each chapter. A complete list of answers is included in one of the appendixes. Other appendixes include commonly misspelled words, commonly mispronounced words, Greek and Latin word roots, and writing tips. The book is written in a friendly and easy-to-use tone. There are helpful hints throughout and a complete index.

Just Memos-Laurel Currie Oates 2003 This powerful how-to guide focuses exclusively on the proper way to write legal memos. Equally useful for independent study or alongside any standard Legal Writing text, JUST MEMOS: From The Legal Writing Handbook, gives first-year students the extra help they need to master this critical skill. This short paperback text offers instruction that has been proven effective in the classroom: - the text is adapted from the authors' THE Legal Writing HANDBOOK, one of the bestsellers in the field - the authors explain the features unique to memo writing, plus how to apply them in practice - introductory chapters explain the basics of the American legal system and the difference between common and enacted law - a chapter on reading and analyzing statutes and cases is followed by three chapters on how to write a memo and an all-new concluding chapter covers client letters - helpful examples of both simple and more complex memoranda give students insight into the expectations for the finished product - uses the straightforward, step-by-step approach that has made the authors' texts so successful When you want information on memo writing, why use a text that covers other material? Direct your students to Just Memos: From The Legal Writing Handbook, by the authors who are known for their exceptional abilities in this area, and see how effective this new reference can be.

Surviving Sexual Violence-Thema Bryant-Davis 2011-10-16 This book helps to empower survivors of sexual violation to navigate through the healing process. Sexual violation affects survivors but does not have to dictate their future, and this book shows readers how various paths to healing can help them, not only overcome the trauma of sexual assault, but also thrive as they move on with their lives.

Teaching Secondary English-Daniel Sheridan 2001 This new edition of Teaching Secondary English is thoroughly revised, but its purpose has not changed. Like the popular first edition, it balances content knowledge with methodology, theory with practice, and problem-posing with suggested solutions. The tone and format are inviting, while addressing student-readers on a professional level. Rather than attempting to cover everything, the text provides a framework and materials for teaching a secondary English methods course, while allowing considerable choice for the instructor. The focus is on teaching literature, writing, and language--the basics of the profession. Attention is given to the issues that arise as one seeks to explore what it means to "teach English." The problems and tensions of becoming a teacher are discussed frankly, in a manner that helps students figure out their own attitudes and solutions. Features: \* Focuses on a few central concepts in the teaching of secondary English \* Provides an anthology of 22 readable and challenging essays on key topics--allowing students to hear a variety of voices and opinions \* Includes an applications section for each reading that extends the discussion and asks students to explore problems and grapple with important issues related to the articles \* Offers short writing assignments in questions that follow the readings and in brief writing tasks in the applications, and a longer writing assignment at the end of each chapter \* Addresses student readers directly without talking down to them New in the Second Edition: \* This edition is shorter, tighter, and easier to use. \* The opening and concluding chapters more directly address the concerns of new teachers. \* The anthology is substantially updated (of the 22 articles included, 14 are new to this edition). \* Each essay is preceded by a brief introduction and followed by questions for further thought. \* There are fewer applications, but these are more extensive and more fully integrated within the text. \* A writing assignment is provided at the end of each chapter. \* Interviews with college students--before and after student teaching--are included in Chapters 1 and 6. \* The bibliographies at the end of each chapter are fully updated.

Writing the Heart of Your Story-C.S. Lakin 2014-06-26 Learn the secret of how to write the heart of your story! This writing skills book, full of fiction writing technique, is like no other. Some novelists write with the goal of becoming a best seller, hoping for wealth and fame. Some just want to write novels that earn them a steady income so they can feed their families and pay their bills. Some write to express their creativity and don't care if anyone ever reads their books. Then there are the other writers. They want to write an unforgettable novel--the kind of book that gets called a classic, that endures the ravages of time, that stays long in readers' hearts and changes their lives. These writers want to know the secret of how to reach the heart of their readers. If you are one of those writers, Writing the Heart of Your Story is the book you've been waiting for. Inside, you'll learn: what the most important key elements are that must be in the very first scene of your novel--and some in the first paragraph. how to tap into the heart of your story, characters, setting, plot, and themes by employing specific writing exercises. ways to brainstorm ideas for plot, themes, motifs, setting, and rich characters through asking a series of questions that will take you deeper below the surface of your story. what the most important question is that must be asked in the opening scene in order to write an unforgettable novel. what three things each character must be asked for them to become truly believable and compelling. the secrets to structuring powerful scenes by focusing on the "high moment." Don't just write a good novel. Write a great one--by mining the heart of your story! Here's what the best writing instructors and bloggers have to say about this essential writing craft book: "A fresh and motivating take on conventional wisdom, but with unconventional heart. This is highly accessible teaching that transcends 'how to' and goes deep into 'why to' in a way that will force you to choose between reading it again and jumping on your own project. Bravo." -Larry Brooks, best-selling author of Story Engineering and Story Physics "As authors, our job is to make people feel, and to do this we need to connect with our own deepest selves in the hope that we can meet the reader where they are. This book will teach you how to delve into your own heart in order to impact those who read your words." -Joanna Penn, author of From Idea to Book "A veritable compendium of sound writing advice and technique. Written in a style that is both accessible and fun, Lakin's book will be a welcome companion on your writing journey." -James Scott Bell, best-selling author of Conflict and Suspense and Plot and Structure "I read dozens of writing craft books every year. All too many of them are ho-hum, been-there-done-that. This one is absolutely posolutely not. Lakin offers a refreshingly structured--and yet freeing--approach to not just creating a solidly entertaining story but to crafting a tale of emotional resonance and resilience. Her useful writing exercises and spot-on story sense offer epiphany after epiphany. This is one I will read and reread." -K. M. Weiland, author of Outlining Your Novel and Structuring Your Novel "C. S. Lakin once again shares her generous heart and knowledge and experience with writers in this inspiring and inspired Writing the Heart of Your Story. Ready to take your writing to the next level? Lakin offers practical exercises to help you bring heart to your own stories." -Martha Alderson, author of The Plot

Whisperer series of writing books

Handbook of Research on Technology Tools for Real-World Skill Development-Rosen, Yigal 2015-10-19 Education is expanding to include a stronger focus on the practical application of classroom lessons in an effort to prepare the next generation of scholars for a changing world economy centered on collaborative and problem-solving skills for the digital age. The Handbook of Research on Technology Tools for Real-World Skill Development presents comprehensive research and discussions on the importance of practical education focused on digital literacy and the problem-solving skills necessary in everyday life. Featuring timely, research-based chapters exploring the broad scope of digital and computer-based learning strategies including, but not limited to, enhanced classroom experiences, assessment programs, and problem-solving training, this publication is an essential reference source for academicians, researchers, professionals, and policymakers interested in the practical application of technology-based learning for next-generation education.

My Guardian-Megan Cohen 2012-03-01

REMEMBRANCE WRITING 101 The Easy Way to Write and Share the Stories of Your Life, A Guidebook-Claudia Carroll 2011 A guidebook primarily for adults, with or without writing experience, who wish to leave evidence of their lives for others.

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