

Oxford Guide To Effective Writing Speaking

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The Oxford Guide to Effective Writing & Speaking is the essential guide for everyone who needs to communicate clearly and effectively. It

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combines practical advice on specific writing and speaking tasks with detailed self-help chapters covering grammar, spelling, and the writing process itself.

How do you approach an essay or discussion question? How do you review what claims others have made and offer counter-claims? And how do you weigh up the strengths and weaknesses of your own argument before putting together a persuasive conclusion? This accessible book takes you step by step through the art of argument, from thinking about what to write and how you might write it, to how you may strengthen your claims, and how to come to a strong conclusion. Engagingly written and featuring useful summaries at the end of each chapter, this new book offers easily transferable practical advice on assessing the arguments of others and putting forward effective arguments of your own. The book's strength lies in its clear guidance and the use of real-life arguments - both contemporary and historical - and real-life essay questions from a variety of disciplines across the humanities and social sciences. These interesting, relevant, and often entertaining, examples are used not to illustrate, but to make essential points about what can be learnt, what techniques can be borrowed, and what pitfalls to avoid in the area of analytical thinking and writing. The Oxford Guide to Effective Argument and Critical Thinking is sure to improve the written work of any student required to demonstrate the key skills of critical writing and thinking. It is equally as valuable for professionals needing these skills (e.g. journalists, lawyers, researchers, politicians) as well as for anyone who has a case to put forward and would like to do so convincingly.

Including examples of real usage, this handy volume provides clear information about grammar and punctuation that we need on a day-to-day basis in over 300 entries. Revised and updated, The Oxford A-Z of Grammar and Punctuation offers accessible and coherent explanations across a broad range of topics, and is the first port of call for any reader seeking clear, authoritative help with grammar and punctuation. Both easy to use and comprehensive, it is an essential tool for writing at home, in the office, at school, and at college.

Plain English is an essential tool for effective communication. Information transmitted in letters, documents, reports, contracts, and forms is clearer and more understandable when presented in straightforward terms. The Oxford Guide to Plain English provides authoritative guidance on how to write plain English using easy-to-follow guidelines which cover straightforward language, sentence length, active and passive verbs, punctuation, grammar, planning, and good organization. This handy guide will be invaluable to writers of all levels. It provides essential guidelines that will allow readers to develop their writing style, grammar, and punctuation. The book also offers help in understanding official jargon and legalese giving the plain English alternatives. This guide gives hundreds of real examples and shows 'before and after' versions of texts of different kinds which will help readers to look critically at their own writing. Helpfully organized into 21 short chapters, each covering a different aspect of writing. Clearly laid out, and easy to use, the Oxford Guide to Plain English is the best guide to writing clear and helpful documents.

This guide offers practical tips on science writing - from investigative reporting to pitching ideas to magazine editors. Some of the best known

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science writers in the US share their hard earned knowledge on how they do their job.

This is Roslyn Petelin's promise: whether you already write reasonably well or not, this book will exponentially improve your writing. How Writing Works is a lively and practical introduction to the elements of grammar, sentence structure, and style that you need to write well. The book covers social media and writing for online publication, as well as the most common documents in the university and the writing-reliant workplace. How Writing Works should be on the desk of everyone who needs to write: students, professionals in all fields, and creative writers. 'A superb guide to great writing in the modern media era.' Phil Harding, journalist and broadcaster, London 'Whether you're a CEO or an intern, the ability to communicate clearly is your biggest asset. Petelin's expert advice in this book will accelerate your career'. Damian Kington, Global Head of Marketing, Liquidnet, New York

The Essential Guide to Writing History Essays is a step-by-step guide to the typical assignments of any undergraduate or master's-level history program in North America. Effective writing is a process of discovery, achieved through the continual act of making choices--what to include or exclude, how to order elements, and which style to choose--each according to the author's goals and the intended audience. The book integrates reading and specialized vocabulary with writing and revision and addresses the evolving nature of digital media while teaching the terms and logic of traditional sources and the reasons for citation as well as the styles. This approach to writing not only helps students produce an effective final product and build from writing simple, short essays to completing a full research thesis, it also teaches students why and how an essay is effective, empowering them to approach new writing challenges with the freedom to find their own voice.

A concise and accessible primer on the scientific writer's craft The ability to write clearly is critical to any scientific career. The Scientist's Guide to Writing provides practical advice to help scientists become more effective writers so that their ideas have the greatest possible impact. Drawing on his own experience as a scientist, graduate adviser, and editor, Stephen Heard emphasizes that the goal of all scientific writing should be absolute clarity; that good writing takes deliberate practice; and that what many scientists need are not long lists of prescriptive rules but rather direct engagement with their behaviors and attitudes when they write. He combines advice on such topics as how to generate and maintain writing momentum with practical tips on structuring a scientific paper, revising a first draft, handling citations, responding to peer reviews, managing coauthorships, and more. In an accessible, informal tone, The Scientist's Guide to Writing explains essential techniques that students, postdoctoral researchers, and early-career scientists need to write more clearly, efficiently, and easily. Emphasizes writing as a process, not just a product Encourages habits that improve motivation and productivity Explains the structure of the scientific paper and the function of each part Provides detailed guidance on submission, review, revision, and publication Addresses issues related to coauthorship, English as a second language, and more

The Oxford Guide for Writing Tutors introduces two conversations to the tutor's preparation, one about the creation of knowledge in writing programs, the other about tutor research. This approach to tutor training provides several benefits. First, it allows tutors to test their theories of what might work in a writing center session and helps them to move professional conversation towards why such things happen. They bridge the theory-practice divide that often frustrates both novices and experienced tutors. By conducting research to answer such questions,

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tutors can help themselves, the writers with whom they work, their fellow tutors - and the writers with whom they work. And, further, this approach gives the reader new methods for appreciating and critiquing scholarly work, making it easier to understand the best ways to help writers and to move the field forward. As writing tutoring programs take on a variety of forms and pursue a range of missions, this book aims to create a flexible text whose contents can be easily rearranged to support a broad spectrum of reader needs. Each chapter, accordingly, can be read independently; the text does not rely on a sequential reading to create meaning. The book also includes intra-textual and extra-textual references for the reader who wants to inquire further. That is, throughout the book are references to material in other chapters that might be of interest to the reader intrigued by the topic at hand. So too, in each chapter, we include references to and citations of the scholarship that supports much of the "common knowledge" of the field, including, in the Handbook, both previous tutor education textbooks and research from the field. The aim is to aid the interested reader's inquiry into the scholarship of the field as well as to ground advice about practice in research that testifies to the effectiveness of a range of tutoring practices. Much of the scholarship cited throughout the book is authored by undergraduate tutor-researchers as well as several former tutors who were graduate students when they published their articles. This crucial aspect best models the ways in which tutors themselves can bring together practice and research, in their day-to-day work and in their informed thinking about this work. Including tutor voices is an important tradition of the tutor education textbook because these are voices that speak to the issues concerning tutors in a range of institutions and programs across the country.

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