

Oxford Guide To Effective Writing Speaking

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Oxford Guide to Effective Writing and Speaking: How to ...

The Oxford Guide to Effective Writing & Speaking is the essential guide for everyone who needs to communicate in clear and effective English, both written and spoken. In the first section on communicating in everyday life, chapters cover everything from writing email and faxes to giving presentations and preparing reports.

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The Oxford Guide To Effective Writing And Speaking [PDF]

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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 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 towrite 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.

Covers the writing process, the structure of essays, exposition, sentences, diction, description, narration, and punctuation

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

This Students' Book contains 20 extracts from contemporary children's fiction and information books.. Each passage is followed by exercises which use a variety of techniques including cloze, prediction, sequencing, interpreting and compiling questions, presenting text material in diagram form or tabulating information- Ideas for inventive writing based on the theme of the extract are given at the end of each chapter- A 'What happens next?' section present 5 stories printed in sections which are out of order and teaches students to predict how each stage of the narrative might work out

'Writing Science is built upon the idea that successful science writing tells a story, and it uses that insight to discuss how to write more effectively. Integrating lessons from other genres of writing and years of experience as author, reviewer, and editor, Joshua Schimel shows scientists and students how to present their research in a way that is clear and that will maximize reader comprehension ... Writing Science is a much-needed guide to succeeding in modern science. Its insights and strategies will equip science students, scientists, and professionals across a wide range of scientific and technical fields with the tools needed to communicate effectively and successfully in a competitive industry.'--Back cover.

Effective communication is vital to science, engineering and business management. This thoroughly updated second edition with a new chapter on the use of computers and word-processors gives clear, practical advice illustrated with real-life examples on how to select, organize and present information in reports, papers and other documents.

This accessible and unique approach to grammar comes in two parts: the first section consists of a practical guide on how to understand and use grammar successfully, and the second is an extensive A-Z glossary of grammatical terms. Ideal for both language students and anyone wanting to improve their use of English, it demystifies and explains these terms, while giving expert advice on how to construct sentences. * Chapters on sentences and clauses, nouns and pronouns, verbs, clause patterns, adverbials, multiple sentences, and more * Factboxes and writing tips give examples and clear explanations of problem topics such as adverb formation and the use of 'I and me' or 'so and such' * Diagrams break down passages of text, giving clear explanations on their sentence construction * Glossary terms include conjunction, future perfect 'tense', interrogative clause, is/are, passive voice, simple aspect, split infinitive, uncountable noun

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