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The Oxford Guide to Writing and Speaking John Seely,1998 This guide to writing and speaking aims to provide the guidance ideas needed to communicate more effectively and achieve greater success It covers a range of topics providing practical quick reference advice on specific topics as well as more detailed self help chapters on the English language

Grammar for Teachers John Seely,2006-11 An outline of grammar for teachers and teachers in training covering all the terminology required for the National Literacy Strategy and National Curriculum up to Key Stage 3

Professional English Dr. Julius Irundayasamy, Dr. Nand Gopal, Dr. N. Suguna, Dr. N. Prathiba Lakshmi ,2025-10-01 Professional English focuses on developing effective communication skills required in professional and workplace environments It emphasizes reading writing speaking and listening skills tailored to corporate academic and technical contexts The subject covers business correspondence report writing presentations email etiquette technical writing and interpersonal communication Mastery of professional English enables individuals to communicate clearly confidently and appropriately fostering better collaboration productivity and career growth

Effective Writing Skills for Public Relations John Foster,2008-06-03 Effective Writing Skills for Public Relations is a valuable reference source on the basics of style and presentation with helpful hints on making the best use of written communication It advises on how to write concisely using jargon free language whilst avoiding overused words and phrases There is guidance on policing house style with emphasis on consistency and advice on punctuation headlines and captions As well as this there are tips on what makes a good press release and how to use effective design and layout to produce easy to read text Readers will also find help on public speaking pronunciation and the standard writing skills needed in the office This fourth edition includes new sections on website content and design legal issues in websites and emails what journalists look for in company websites meeting the needs of your target audience controlling and getting the best out of emails writing and designing ezines setting up online media centres and comparing Video News Releases with B rolls of roughly edited footage Standard proof correction marks are included together with a glossary of terms This is an essential hands on practical guide for anyone earning a living through the written or spoken word

Radical Reporting Sara I. James,2025-01-31 If I were giving out an award for book of the year for internal audit professionals I would certainly award it to her outstanding manuscript Radical Reporting Writing Better Audit Risk Compliance and Information Security Reports Richard Chambers Former President and CEO The Institute of Internal Auditors Most people dread writing reports they also dread reading reports What they don't realize is that the techniques that make writing more readable make it more powerful This is especially relevant for professionals in areas such as audit risk compliance and information security This small volume provides the tools and techniques needed to

improve reports It does so through addressing crucial concepts all too often overlooked in the familiar rush to perform tasks complete projects and meet deadlines These concepts the role of culture in communication the link between logic and language the importance of organizing thoughts before writing and how to achieve clarity may seem academic or theoretical They're not Unless writers understand their own thoughts actions and objectives they cannot hope to communicate them at all let alone clearly This second edition develops these points with additional material on critical thinking as well as the use of AI in reporting [Writing Skills for Public Relations](#) John Foster, 2012-10-03 Writing Skills for Public Relations is filled

with helpful pointers and useful examples for public relations practitioners at all levels who need to make the best use of written communication Covering both style and presentation it addresses the dos and don'ts of English grammar including jargon and clichés as well as important legal considerations Along with guidance on editing policing house style writing for the press public speaking pronunciation and good text design and layout this fifth edition provides valuable advice on writing for online and social media This is an essential hands on practical guide for anyone earning a living through the written or spoken word

Canadian Oxford Guide to Writing Thomas S. Kane, Karen C. Ogden, 1993 This is a complete handbook and rhetoric useful to beginning intermediate and advanced students of composition It is the first Canadian edition of Kane's The Oxford Guide to Writing Kane makes extensive use of quotations in the new edition more than one third of the samples are now by Canadian writers References to Canadian geography history literature and politics reflect the rich diversity of our population and there is a brief appendix on Canadian spelling Extensive revisions reflect recent changes in library cataloguing the new MLA citation form and fields such as Women's Studies

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