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Thomas S. Kane

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Oxford Guide to Effective Writing and Speaking John Seely,2013-10-10 John Seely's guide to writing and speaking is aimed at the general reader and post 16 year old students who want to improve both their written and spoken communication skills

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

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

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 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 **Information Skills for Education Students** Lloyd Richardson,Heather McBryde-Wilding,2009-01-08

This study guide will help education students to locate evaluate and make effective use of information from what appears to be a growing and bewildering variety of sources Both in and out of university students are faced with increasingly diverse information choices This book presents a practical and step by step approach to each of the six main skills which underpin information literacy It also provides appropriate practical and reflective tasks worked examples and top tips to help education students assess and develop their capacity to use information effectively particularly in the planning and preparation of their course work

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

Garner's Modern American Usage Bryan Garner,2009-08-27 A guide to proper American English word usage grammar pronunciation and style features examples of good and bad usage from the media

Oxford Guide to Effective Argument and Critical Thinking Colin Swatridge,2014-06-26 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

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The Lincoln Library of Essential Information, 1972 **Subject Guide to Books in Print**, 2001 **Oxford Guide to Writing** Thomas S. Kane, 1988 Guide to Reference Materials for Canadian Libraries Kirsti Nilsen, Alanna Kalnay, Claire England, University of Toronto. Faculty of Library and Information Science, 1992 About itself the 8th edition notes Primarily intended as an instructional guide for library personnel and researchers who work with reference materials the Guide surveys the basic and most familiar or typical resources for general reference work and for work with the disciplines of the humanities social sciences and pure and applied sciences The 7th edition titled Guide to basic reference materials is recommended by ARBA v 16 but is missed by BCL3 and Sheehy A solid work marred by the flimsy paper binding a shockingly bad production decision a bibliography gets repeated use Annotation copyrighted by Book News Inc Portland OR **The Lincoln Library of Language Arts: English literature**, 1979 Adult Catalog: Subjects Los Angeles County Public Library, 1970

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