





are a thought leader, entrepreneur or business executive who wants to write a business book to build your personal brand, open doors to new opportunities, and leave a legacy of wisdom to future generations.

[On Writing Well](#) Harper Perennial

A guide to successful business communication describes how to draft effective letters, emails, and proposals; adapt one's writing style to an audience; and self-edit and troubleshoot documents. *Merchants of Doubt* She Writes Press

Combining detailed coverage of the writing process with a wealth of professional readings, Wyrick's STEPS TO WRITING WELL WITH ADDITIONAL READINGS has helped thousands of students learn to write effective academic essays. Extremely student-friendly, it presents rhetorical strategies for composing essays in an easy-to-follow progression of useful lessons and activities. With over 70 student and professional readings and a variety of hands-on activities, it gives you the models and practice you need to write well-constructed essays with confidence. The 11th edition features useful visual learning aids, student writing samples on timely topics, assignments that promote using sources and multiple rhetorical strategies, and updated discussions of multimodal texts and online databases. It also reflects guidelines from the APA's 2020 Publication Manual. Now available: MindTap digital learning solution.

[Steps to writing well](#) St. Martin's Press

The Second Edition of Johnny Saldaña's international bestseller provides an in-depth guide to the multiple approaches available for coding qualitative data. Fully up to date, it includes new chapters, more coding techniques and an additional glossary. Clear, practical and authoritative, the book: -describes how coding initiates qualitative data analysis -demonstrates the writing of analytic memos -discusses available analytic software -suggests how best to use The Coding Manual for Qualitative Researchers for particular studies. In total, 32 coding methods are profiled that can be applied to a range of research genres from grounded theory to phenomenology to narrative inquiry. For each approach, Saldaña discusses the method's origins, a description of the method, practical applications, and a clearly illustrated example with analytic follow-up. A unique and invaluable reference for students, teachers, and practitioners of qualitative inquiry, this book is essential reading across the social sciences.

**Steps to Writing Well, Twelfth Edition** Houghton Mifflin College Division

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.

### STEPS TO WRITING WELL WITH READING

Cherry Lake

With the most coverage of the writing process and the most professional readings, STEPS TO WRITING WELL WITH ADDITIONAL READINGS has helped thousands of students learn to write effective academic essays. Jean Wyrick's text is known for its student-friendly, approachable tone and the way it presents rhetorical strategies for composing essays in an easy-to-follow progression of useful lessons and activities. With thoughtful instruction, almost 70 student and professional readings, and a wealth of short and long assignments, the text gives students the models and practice they need to write well-constructed essays with confidence. This 10th edition features useful new visual learning aids; many new student samples, professional readings, and advertisements; new essay assignments that promote using sources and multiple rhetorical strategies; a new organization for expository writing assignments and research; and updated discussions of drafting and reading multimodal texts. This edition has been updated to reflect guidelines from the 2016 MLA HANDBOOK, Eighth Edition. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

### HOW A HANDFUL OF SCIENTISTS OBSCURED THE TRUTH ON ISSUES FROM TOBACCO SMOKE TO GLOBAL WARMING

Cengage Learning

With the most coverage of the writing process of any rhetorical writing guide, STEPS TO WRITING WELL has helped thousands of students learn to write effective academic essays. Jean Wyrick's text is known for its student-friendly, approachable tone and the way it presents rhetorical strategies for composing essays in an easy-to-follow progression of useful lessons and activities. With thoughtful instruction, almost 40 student and professional readings, and a wealth of short and long assignments, the text gives students the models and practice they need to write well-constructed essays with confidence. This 13th edition features useful new visual learning aids; many new student samples, professional readings, and advertisements; new essay assignments that promote using sources and multiple rhetorical strategies; a new organization for expository writing assignments and research; and updated discussions of drafting and reading multimodal texts. This edition has been updated to reflect guidelines from the 2016 MLA HANDBOOK, Eighth Edition.

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*Steps to Writing Well (with 2016 MLA Update Card)* Writer's Digest Books

If you want to write a book that makes a difference, you need 2 things. First, you need to have a message you know will change people's lives. Second, you need a book that is in people's hands, not in a box in your basement or sitting behind an unclicked link on Amazon. Enter Angela Lauria and The DIFFERENCE Process. In her book you'll learn: ? The truth about why you have been procrastinating in getting your book done (Note: It's probably not what you think and it's actually good news!)? How to make \$20,000 from a single sale of your book. ? The reason most books fail? miserably!? The difference between people who are ready to write but just scared, and those who have no business writing a book.' How to guarantee you will have all the time you need to write your book without ever stressing about it again.' And much, much more.

### STEPS TO WRITING WELL WITH ADDITIONAL READINGS, 2016 MLA UPDATE + MINDTAP ENGLISH, 1 TERM - 6 MONTHS ACCESS CARD

Cengage Learning

Are your proposals, reports, and emails getting the attention they deserve? Are you finding the words to express your thoughts and feelings? Do you cringe when your boss asks you to compose a report or white paper? If you do, you're not alone. The dread of writing is prevalent. Most people hate to write, because it's so boring, so hard, or so time consuming. But writing doesn't have to be this way. There are ways to make the job easier. There are ways to get past writer's block--to find ideas worth sharing. Furthermore, there are ways to research, draft, edit, and proofread more efficiently. This book lays out 7 steps that will improve your writing. Using these proven methods will yield better results. As you do, you will communicate better, reduce your stress, and grow more confident. This is a book for people in business, government, non-profit organizations, and education. It's a book for those writing serious material for their jobs and their callings. This book contains everything necessary to improve your writing, and there's no fluff. In the time it takes to read this book--less than 3 hours--you can start becoming a stronger writer. After investing only 8 hours--one normal workday--in doing some of the recommended exercises, you will see improvements in your writing. Is it magic? No. It's just good advice backed up by extensive research and decades of experience. You too can write better, even exceptionally well. 7 Steps to Better Writing will help you do it.

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