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A useful guide to all the stages of the writing process. Effective Writing guides the writer through all the stages of the writing process: planning, critical thinking, generating and organizing ideas, writing the draft, revising, and designing for presentation. Throughout the text, Effective Writing stresses coherence, conciseness, and clarity as the most important qualities of the writing done by accountants. This edition includes many new and revised assignments that reinforce the concepts covered in the text, as well as coverage on ethics in communication.

The writing "bible" for financial professionals The Investment Writing Handbook provides practical, accessible guidance for crafting more effective investor communications. Written by an award-winning writer, editor, and speechwriter, this book explains the principles and conventions that help writing achieve its purpose; whether you need to inform, educate, persuade, or motivate, you'll become better-equipped to develop a broad range of communications and literature for investor consumption. Examples from real-world financial institutions illustrate expert execution, while explanations and advice targeted specifically toward investor relations give you the help you need quickly. From white papers and investment commentary to RFPs, product literature, and beyond, this book is the financial writer's "bible" that you should keep within arm's reach. Investment writing is one of the primary influences on investors' attitudes. It educates, informs decisions, shapes opinions, and drives behavior--no shouldn't it be expertly-crafted to achieve its intended goal? This book explains the "tricks of the trade" to help you get your message across. Understand the principles of effective investor communication Master the conventions of informative and persuasive writing Examine well-written sample documents from real-world institutions Improve research papers, presentations, investor letters, marketing literature, and more Virtually all firms with investors as clients need to communicate to them regularly, but few financial professionals receive formal training in investor communications. When investors' opinions, attitudes, and actions determine the health of your company, it is vitally important that these communications not be left to chance. The Investment Writing Handbook provides essential guidance and clear explanations to help you transform your communication strategy, execution, and results.

Effective Writing: A Handbook with Stories for Lawyers offers specific advice on how to write effectively the many kinds of writing lawyers do in actual practice.. It considers what makes writing effective in letters of various kinds, forms, bills, the many kinds of writing done through the trial, writing for an appeal, contracts, and writing for wills and trusts.

Ideal for overseas students studying at English-medium colleges and universities, this practical writing course enables international students to meet the required standard of writing and use an appropriate style for essays, exams and dissertations. Newly revised and updated to include extra exercises and material suggested by teachers and students, Academic Writing explains and demonstrates all the key writing skills and is ideal for use in the classroom or for independent study. Useful at every stage of an academic career and beyond, this indispensable book features: different styles and formats from CVs and letters to formal essays a focus on accuracy coverage of all stages of writing, from understanding titles to checking your work essential academic writing skills such as proper referencing, summarising and paraphrasing diagrams and practice exercises, complete with answers.

Guide to Effective Grant Writing: How to Write a Successful NIH Grant is written to help the 100,000+ post-graduate students and professionals who need to write effective proposals for grants. There is little or no formal teaching about the process of writing grants for NIH, and many grant applications are rejected due to poor writing and weak formulation of ideas. Procuring grant funding is the central key to survival for any academic researcher in the biological sciences; thus, being able to write a proposal that effectively illustrates one's ideas is essential. Covering all aspects of the proposal process, from the most basic questions about form and style to the task of seeking funding, this volume offers clear advice backed up with excellent examples. Included are a number of specimen proposals to help shed light on the important issues surrounding the writing of proposals. The Guide is a clear, straight-forward, and reader-friendly tool. Guide to Effective Grant Writing: How to Write a Successful NIH Grant Writing is based on Dr. Yang's extensive experience serving on NIH grant review panels; it covers the common mistakes and problems he routinely witnesses while reviewing grants.

Revised and updated for the newest digital platforms--the classic guide to business writing style and protocols While retaining all the valuable information that has made The Business Style Handbook a modern classic, the second edition provides new words, phrases and guidance to help you express yourself clearly, confidently and correctly on any digital platform. New to this edition: Updated A-to-Z section with 250 new entries Best practices for email in a world of portable devices Insights from communications executives at global companies Praise for The Business Style Handbook "This may be the handiest and clearest book of tips on basic business writing I've read in a long time." --Pam Robinson, cofounder, the American Copy Editors' Society "An excellent primer on how to communicate effectively in a business setting." --Michael Barry, vice president, media relations, Insurance Information Institute "This book is especially helpful for people when English is their second language. I recommend it to all my business classes." --Elizabeth Xu, Ph.D., author, executive mentor and leadership class instructor, Stanford University "You never want poor writing to get in the way of what you're saying. . . . This style guide is a valuable resource to help ensure that the quality of your writing differentiates you." --Bart Mosley, principal and chief investment officer, Alprion Capital Management LP

Developing Research Writing is designed to encourage, inspire and improve the advisory practice of providing writing feedback. This book provides insights and advice that supervisors can use to advance their support of their research students' writing and, at the same time, survive increasing supervisory demands. Book parts are framed by empirical supervisor and doctoral student experiences and chapters within each part provide multiple approaches. The carefully chosen contributors are specialists on research writing and doctoral pedagogy, who guide the reader through the key stages of providing feedback. Split into nine key parts the book covers: starting a new supervision with writing in focus; making use of other resources along the way; encouraging style through control of language; writing feedback on English as an Additional Language (EAL) writing; Master's and Honours smaller projects' writing feedback; thesis by publication or performance-based writing; maintaining and gathering momentum; keeping the examiner happy; writing feedback as nudging through identity transition. The parts cohere into a go-to handbook for developing the supervision process. Drawing on research, literature and experience, Developing Research Writing offers well-theorized, yet practical and grounded advice conducive to good practices.

Effective Learning and Teaching of Writing is a handbook on research on the effective teaching and learning of writing. It is a reference for researchers and educators in the domain of written composition in education. Effective Learning and Teaching of Writing covers all age ranges and school settings and it deals with various aspects of writing and text types. Research methodology varies from experimental studies to reflective classroom practitioners' research. This new volume in the series Studies in Writing brings together researchers from all kinds of disciplines involved in writing research and countries in their endeavour to improve the teaching of written composition. It is the result of co-operation of researchers all over the world and shows that in spite of the differences in educational regions over the world, research in writing shares similar problems, and tries to find answers, and generate new questions. The body of knowledge in this volume will inspire researchers and teachers to improve research and practice.