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THE FACTS ON FILE
**GUIDE to
GOOD
WRITING**

An essential reference to the basics of good writing



grammar: punctuation, phrases and sentences, and grammatical terms; vocabulary: prefixes and suffixes, foreign words, and abbreviations; style and usage: confusing and difficult words, spelling, capitalization, and offensive terms; the writing process: planning and research, tone, layout, audience level, and editing; presentation of documents: letters, e-mails and faxes, reports, and promotional writing

MARTIN H. MANSEY

Facts On File Guide To Good Writing

Hussin A.Rothana



Facts On File Guide To Good Writing:

Facts On File Guide To Good Writing Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has been apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Facts On File Guide To Good Writing**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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