

Harbrace College Handbook 10th Edition

Effective Reports for Managerial Communication
Composition as a Cultural Practice
Adjunct Faculty, Innovation, and the Writing Curriculum in Two Rural Community Colleges
The Cumulative Book Index
Proceedings
Guide to Reference Materials for Canadian Libraries
Feminist Teacher
Constructing Test Items
Evaluating Text Quality
Varnell V. Young
Wisconsin Bill Drafting Manual
Bad Language
Reporting for the Print Media
Harbrace College Handbook
Choice
Patterns for a Purpose
Technical Writing Skills and Computer-based Writing Tools
The Unifying Factor
The Allyn & Bacon Sourcebook for College Writing Teachers
Technical Writing and Professional Communication
Writing for Engineering Managers and Engineers
Bibliographic Guide to Education
The Random House Guide to Technical and Scientific Communication
Mathematics: Its Power and Utility
Technical Writing and Professional Communication
Guide to Writing Proposals and Dissertations: Basic elements and format
Publication of the American Dialect Society
Franklin Covey Style Guide
The Executive Guide to E-mail Correspondence
Harbrace College Handbook
NALA Manual for Paralegals and Legal Assistants
A Guide to Grammar and Usage for Psychology and Related Fields
Harbrace College Workbook
Seven Steps to Starting and Running an Editorial Consulting Business
Centennial Usage Studies
The Writer's Harbrace Handbook
Form and Style
Judicial Opinion Writing Manual
Expressive Discourse
Language, Grammar, and Communication

Effective Reports for Managerial Communication

Composition as a Cultural Practice

Provides a set of critical rhetorical practices that will enable students to dissent from as well as affirm the cultural status quo.

Adjunct Faculty, Innovation, and the Writing Curriculum in Two Rural Community Colleges

The Cumulative Book Index

Proceedings

"Seven Steps, " a handbook replete with tips and case examples, guides readers through each step of starting and maintaining an editorial consulting business. Experienced writer and editor Jane M. Frutchey has assisted numerous publishers, authors and corporate clients. Fully returnable.

Guide to Reference Materials for Canadian Libraries

Feminist Teacher

Constructing Test Items

Evaluating Text Quality

Developed for use by non-native speakers of English enrolled in Technical Writing and Communication courses. Technical Writing and Professional Communication, 2/e, places technical writing in its context, showing students how to consider their purpose and their audience when writing reports, memos, and correspondence. Formerly titled Technical Writing and Professional Communication: A Handbook for Nonnative Speakers, the new edition features a case running throughout seven chapters, dynamically illustrating the writing process. The revision also provides complete coverage of the new computer technologies and the new attention to the intercultural concerns in today's business world.

Varnell V. Young

Wisconsin Bill Drafting Manual

Bad Language

Reporting for the Print Media

lists publications cataloged by Teachers College, Columbia University, supplemented by The Research Libraries of The New York Public Library.

Harbrace College Handbook

This text explores the nature of language and the nature of the English language, particularly its grammar and meaning. The study of language is presented as an ongoing process of analysis and discovery to provide future teachers with the critical skills necessary for linguistic analysis. The coverage of grammar synthesizes traditional grammar with modern linguistic approaches and insights,

and incorporates exercises throughout, along with chapter outlines, work examples and chapter summaries. The text discusses linguistic variation and relates important issues raised concerning the values and attitudes associated with social, ethnic and gender varieties, to education. It also covers both tree diagramming and Reed/Kellogg systems.

Choice

Patterns for a Purpose

Is today's language at an all-time low? Edwin Battistella argues that it is wrong to think of slang, regional dialects and nonstandard grammar as simply breaking the rules of good English. Re-examining debates over relativism in language, Battistella argues that we should view language as made up of alternative forms of regularity and orderliness, which require informed engagement with usage.

Technical Writing Skills and Computer-based Writing Tools

MATHEMATICS: ITS POWER AND UTILITY, Tenth Edition, combines a unique and practical focus on real-world problem solving allowing even the least-interested or

worst-prepared student to appreciate the beauty and value of math while mastering basic concepts and skills they will apply to their daily lives. The first half of the book explores the POWER and historic impact of mathematics and helps students harness that POWER by developing an effective approach to problem solving. The second half builds upon this foundation by exploring the UTILITY and application of math concepts to a wide variety of real-life situations: money management; handling of credit cards; inflation; purchase of a car or home; the effective use of probability, statistics, and surveys; and many other topics of life interest. Unlike many mathematics texts, MATHEMATICS: ITS POWER AND UTILITY, Tenth Edition, assumes a basic working knowledge of arithmetic, making it effective even for students with no exposure to algebra. Completely self-contained chapters make it easy to teach to a customized syllabus or support the precise pace and emphasis that students require. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Unifying Factor

In *The Unifying Factor*, Nekhama Schoenburg posits that Kabbalistic tradition provides us with the unification theory that modern science is searching for. Kabbalah is not a composite of fairy tales or fantastical superstitions, but rather it is the science that defines the very structure and workings of our universe. The

metaphysical principles that Kabbalah lays out clearly demonstrate how theories like relativity and quantum mechanics are really one and the same. Schoenburg discusses three potential reasons why people have steered away from metaphysics: fear of the unknown, a sense of being overwhelmed by the very existence of the supernatural, and the belief that pursuit of knowledge of the supernatural is sacreligious. Schoenburg dispels these concerns by providing a "road map" to indicate exactly where each Kabbalistic principle fits into the grand scheme of existence. She also illustrates how the essence of Judaism (and many of the principles and practices of Christianity) are based on the science of Kabbalah. As the title implies, the fundamental theme of this book is unity. One of its main goals is to alert and convince humankind of the need to bring harmony to all conflicts in our world: nations and people, ideas, theories, or forces, either physical or metaphysical. Schoenburg demonstrates unity's feasibility by illustrating metaphysical principles and insights from diverse sources, including classical literature, various spiritual doctrines, and the natural sciences. What results is a picture of unification of physical theories (such as general relativity and quantum mechanics) and a reconciliation of perceived conflicts (such as the theories of evolution and the "Big Bang" versus the Bible's account of the seven-day creation of the world).

The Allyn & Bacon Sourcebook for College Writing Teachers

Designed for college writing teachers who are faced with teaching composition for the first time or re-examining their teaching goals and methods, "The Allyn & Bacon Sourcebook for College Writing Teachers" is a collection of writings on important theories and pedagogies in composition studies. The selections discuss a range of theories and approaches to teaching writing and present readers with a number of options for instruction rather than a single way to teach. Written by some of today's foremost scholars and teachers, the articles range from discussing how to integrate critical thinking and reading into writing instruction to methods for responding to and evaluating student writing to dealing with grammar and editing. For those who teach writing.

Technical Writing and Professional Communication

Writing for Engineering Managers and Engineers

Sit down at the keyboard and cinch that deal! Press the send button and get the account! Writing skills are more important than ever in determining business success. They can make the difference between climbing the corporate ladder and getting stuck on a low rung. An e-mail that's clear, concise, and targeted will get more than just a response—it will get results including your boss's attention! No

matter what the business or sector, top communication skills are in major demand. Why? Because businesses are bogged down with e-mails that are too long, wordy, and unclear. Instead of wasting time rewriting, clarifying, and still miscommunicating, write it once, write it right, and get the job done the first time. The Executive Guide to E-mail Correspondence will show you how to rapidly transform basic writing skills into global communications expertise. Geared to the computer-toting professional with little patience for instructions and explanations, The Executive Guide to E-mail Correspondence fills the gap between academic training and real-world writing by providing you with a range of E-mail templates that you can instantly adapt to your business needs. Written in a fresh and lively, here's-how style, The Executive Guide to E-mail Correspondence: Demonstrates the hallmarks of effective business E-mails. Features ready-to-use organizational plans. Presents quick and easy editing techniques. Furnishes before-and-after editing models. Focuses on the do's and don'ts of proficient E-mails. Supplies practical writing tips and tricks. The Executive Guide to E-mail Correspondence is a must-have book for anyone who wants to fast-forward his or her career in any business or industry.

Bibliographic Guide to Education

A world list of books in the English language.

The Random House Guide to Technical and Scientific Communication

Mathematics: Its Power and Utility

**** 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

Technical Writing and Professional Communication

Guide to Writing Proposals and Dissertations: Basic elements and format

Publication of the American Dialect Society

The NALA Manual for Paralegals and Legal Assistants: A General Skills & Litigation Guide for Today's Professionals Fourth Edition (previously titled "The NALA Manual for Legal Assistants") is designed to serve as a quick reference guide for working legal assistants, to be used by schools as a textbook for intro courses and reference material, and to assist legal assistants preparing to take the Certified Legal Assistant examination. It is a collection of proven techniques and procedures used by paralegals nationwide. The techniques described are examples of successful solutions to actual assignments accomplished by working legal assistants. They may be used as starting points from which changes, adaptations, and modifications may be made by legal assistants in similar situations.

Franklin Covey Style Guide

The Executive Guide to E-mail Correspondence

Harbrace College Handbook

NALA Manual for Paralegals and Legal Assistants

A Guide to Grammar and Usage for Psychology and Related Fields

Harbrace College Workbook

Why another book on this topic? The author's experience editing leading journals in psychology suggests that publication manuals and books on writing about experimentation in psychology do not adequately address grammatical usage and style. Much of the advice published for scientific writers reads as if it had been written either by English teachers for writers who do not publish in scientific fields, or by scientific writers who think that the information already available in countless handbooks on grammar and style for student writers in English classes is enough. Unfortunately, such traditional handbooks do not offer the particular sorts of commentary that scientific writers need. This book offers specific advice on a host of issues ranging from the appropriate use of abbreviations to wordiness -- and how to avoid it. Dr. Bellquist's expertise in both the English language and the

language of scientific writing ideally positions him to offer guidelines on the use of the passive, the best wording for statistical presentations, and just how to describe experimental procedures, among many other topics. Complete with examples and principles to guide writing decisions, this book will assist both students and seasoned professionals in presenting their work clearly for maximum impact. This book is intended as a guide to grammar and usage for writers in scientific fields -- particularly in experimental psychology and all fields related to experimental psychology. Features of the book include: * alphabetical entries and numerous cross references on grammar, usage, and style; * numerous examples taken from scientific papers or based on actual cases; * discussions of semantic problems of grammar such as modification, predication, and statement; * and discussions of usage specific to experimental psychology, statistics, and related fields.

Seven Steps to Starting and Running an Editorial Consulting Business

Commemorates the centennial of the American Dialect Society and explores the dynamism of American English. This volume features traditional usage studies as well as current topics in language variation: sexist language, electronic mail, slang, and capitalization of ethnic labels.

Centennial Usage Studies

The Writer's Harbrace Handbook

Form and Style

Developed for Technical Writing and Communication courses for juniors, seniors, and graduate students, *Technical Writing and Professional Communication, 2/e*, places technical writing in its context, showing students how to consider their purpose and their audience when writing reports, memos, and correspondence. Formerly titled *Principles of Communication for Science and Technology*, the new edition features a case running throughout seven chapters, dynamically illustrating the writing process. The revision also provides complete coverage of the new computer technologies and the new attention the intercultural concerns in today's business world. A companion edition developed for non-native speakers of English is also available.

Judicial Opinion Writing Manual

Much more than a grammar and punctuation handbook, this renowned guide helps users produce documents that reflect quality writing standards. It offers access to more than 110 topics. The CD-ROM contains more than 30 model documents, including letters, memos, and resumes.

Expressive Discourse

Language, Grammar, and Communication

[ROMANCE](#) [ACTION & ADVENTURE](#) [MYSTERY & THRILLER](#) [BIOGRAPHIES & HISTORY](#) [CHILDREN'S](#) [YOUNG ADULT](#) [FANTASY](#) [HISTORICAL FICTION](#) [HORROR](#) [LITERARY FICTION](#) [NON-FICTION](#) [SCIENCE FICTION](#)