



Keys to Successful Writing: A Handbook for College and Career

Ann Raimes, Maria Jerskey

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KEYS TO SUCCESSFUL WRITING: A HANDBOOK FOR COLLEGE AND CAREER provides career-oriented students with guidance on writing, research, grammar, style, usage and the importance of writing in their future success. Spiral-bound and tabbed for easy reference, each section provides a profile of the role writing plays in a variety of professions that students might find surprising -- a chef, an accountant, an industrial designer, a nurse, a paralegal, a police officer, an information technology professional, an arts professional, a brand manager, and an engineer. Examples from these professions and others appear throughout the book so that students can see the importance of writing in their areas of professional interest, as well as in their college work. Exercises are provided for additional support at the end of tabbed sections and are cross-referenced to the relevant material. "Key Point" boxes are included for quick-reference summaries of essential information.

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