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these three books consist of well structured units which develop the skills necessary for effective writing at intermediate to advanced levels the books can be used alongside a main coursebook reinforcing the learners writing skills

this study guide for a workshop course in effective writing is designed to help everyone involved in the process of business writing managers supervisors and professional employees agree on standards to be used in writing and reviewing and to increase their confidence and skill in generating documents that meet those standards unit 1 presents fundamental considerations and standards for effective communication unit 2 discusses planning organizing and evaluating writing as well as revising and editing unit 3 discusses language principles clarity conciseness and appropriate tone unit 4 discusses such topics as paragraph development paragraph length and paragraph linkage unit 5 discusses sentence principles active voice parallel ideas

and punctuation unit 6 is an epilogue that includes general comments about the course

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