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The Oxford Guide to Effective Writing and Speaking

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1 Introduction At times the process of communicating with other people in speech or writing can seem straightforward and simple. At other times we may find it difficult and complicated. The Oxford Guide to Effective Writing and Speaking is organized so that readers can look at writing and speaking in four different ways.

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If you're looking for a book that guide you step by step about all aspects of writing and speaking, this book is all you need. It covers a variety of topics such as essays and dissertations, reports, emails, presentations etc. The book is written in plain English, easy to read, easy-to-use, easy to understand and easy to apply.

Oxford Guide to Effective Writing & Speaking - Superingenious

The Oxford Guide to Effective Writing and Speaking is the essential guide for everyone who needs to communicate in clear and effective English, both written and spoken. John Seely looks at the key factors to consider in tailoring your material so that you get your message across, such as understanding the demands of particular audiences, subjects, and situations.

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