

This title focuses on beginning English writing skills and practical English writing skills. The two-part series helps students develop basic writing skills they need to succeed in school, on the job, or at home. It provides skills and reference material that will be useful long after students are out of school. From applying for a drivers license to writing a complaint letter, each type of writing is discussed and explained in a straightforward, helpful manner. The section models give actual writing samples, so users can see exactly what they are trying to achieve. The writing-type rationales provide valuable information for students experiencing a new culture. The useful lists help students with important vocabulary, materials needed, and skills involved in the writing task. The step-by-step procedure aids students in visualizing the writing process. The section exercises offer students plenty of opportunity to practice new writing skills in a real-life context. The basic English writing skills topics include messages, thank-you notes, social security forms, Form W4, mail order, billing error correction, paragraphs, lab reports, faxes, and e-mail. The practical English writing skills topics include: job applications, cover letters, requesting an interview, essays, bibliographies, resumes, college applications, outlines, note-taking, and research papers.

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