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By Marcia Lerner

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Eventually, we all have to do it: Write a professional letter, a research paper, a proposal, a personal essay... The list goes on and on and the tasks can often seem overwhelming, especially when one isn't sure how to approach them.

Organizing one's thoughts on paper may seem daunting, but there is no reason to worry, **Writing Smart** will walk them through it -- from planning their work and writing the first few sentences to editing it and making the finishing touches.

Writing Smart will teach readers how to take the stress out of writing, whether they're writing a tricky business letter or a college application essay.

Includes sections on:

- Grammar
- Getting ready to write
- Words, Punctuation, Sentences, and Paragraphs
- Editing
- Personal Essays
- Reviews, Articles, and Essay Tests
- Research Papers
- Professional Letters
- Lab Reports
- Project Proposals

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