



Quick Access Reference for Writers

By Lynn Quitman Troyka

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Highlights the writing process, research and documentation, ESL, and covers grammar, mechanics and usage.

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Editorial Review

Review

“This is the best of the brief handbooks available.”

Dr. Harryette Brown *Dallas County Community College*

“The strengths of this text are good language level and tone, nice examples of different types of writing, logical fallacies, essay structure, etc...Strong section on argument, which can be less than appealing to teach and read about. Your coverage is interesting and useful”

Lisa McRaven *Ozarks Technical Community College*

“The “Writing to Connect with the World” section reminds students that the need for good writing continues afterschool...The greatest strength is the ease of use and narrative that doesn’t “talk down” to students.”

Ruth Gerick *University of Texas Arlington*

“I think the handbook is one of the best on the market, which is why NHC adopted it. Strong examples and in such an engaging format is what makes Quick Access a superior resource.”

Joyce Boatright *North Harris College*

“The acknowledgement of changes in the arena of writing to include more info about the web and about writing that employs images—this is realistic and useful for today’s classes...I plan to adopt.”

Diana Grumbles *Southern Methodist University*

“The coverage of plagiarism is, in my opinion, excellent.”

Joel B. Henderson *Chattanooga State Technical Community College*

“I think this is the best writing handbook on the market for clear, straightforward, and accurate demonstration of the writing process. “

Ruth Gerick

University of Texas Arlington

“Quick Access seems to be much more detailed and could better stand alone [than my current text]. It is very easy to use and takes good consideration of nonnative speaker populations.”

Kimberly Strain *University of Minnesota*

“The ESL Notes add helpful information, expanding the explanation for those who do not speak English as their first language.”

Dorothy Minor *Tulsa Community College*

“The section on working in the disciplines would almost sell me this book on its own.”

Lisa McRaven *Ozarks Technical Community College*

“I think this text’s inclusion of the research checklist, numerous examples, and screen shots - assists in student understanding and sets this text apart from its competitors.”

Joel B. Henderson *Chattanooga State Technical Community College*

From the Publisher

This quick reference handbook offers the same user-friendly, student-oriented approach widely-hailed in Troyka's other best-selling handbooks -- with additional features that allow students and teachers alike to access information quickly.

From the Back Cover

If you sometimes feel a bit unsure as you write, try using the QUICK FIND ROADMAP to get you back on track to effective writing. The roadmap reflects some of the most common writing errors that frustrate writers. To find the information you need, choose the item that best describes the issue you are facing and then turn to the pages referenced.

WORDS AND SENTENCES

Write complete sentences instead of fragments.

Join independent clauses correctly by avoiding comma splices and run-ons.

Match grammatical forms within sentences to avoid shifts and keep sentences clear.

Make sentences with introductory phrases and with modifiers clear.

Know when to use *its* or *it's*.

GRAMMAR

Match subjects and verbs in number and person.

Match pronouns to the word or words they refer to.

Use correct verb endings.

Choose verbs that correctly express time in tense and form.

Describe relationships with the correct prepositions for time and place.

PUNCTUATION

Use commas after introductory elements.

Use commas in compound sentences.

Use commas to set off nonrestrictive elements.

Do not use commas to set off restrictive elements.

Use commas with a series of three or more elements that share the same grammatical form.

Use apostrophes correctly.

STYLE AND WORD CHOICE

Choose the best words for your meaning.

Make your writing to the point and concise.

Users Review

From reader reviews:

Hattie Jasso:

The book Quick Access Reference for Writers give you a sense of feeling enjoy for your spare time. You need to use to make your capable a lot more increase. Book can to get your best friend when you getting

stress or having big problem with the subject. If you can make looking at a book Quick Access Reference for Writers to get your habit, you can get considerably more advantages, like add your own personal capable, increase your knowledge about many or all subjects. You are able to know everything if you like wide open and read a book Quick Access Reference for Writers. Kinds of book are a lot of. It means that, science guide or encyclopedia or others. So , how do you think about this e-book?

Jeffrey Lambert:

Book is to be different for each grade. Book for children until finally adult are different content. We all know that that book is very important usually. The book Quick Access Reference for Writers had been making you to know about other knowledge and of course you can take more information. It doesn't matter what advantages for you. The publication Quick Access Reference for Writers is not only giving you far more new information but also for being your friend when you experience bored. You can spend your own personal spend time to read your guide. Try to make relationship together with the book Quick Access Reference for Writers. You never really feel lose out for everything when you read some books.

Patrick Austin:

Precisely why? Because this Quick Access Reference for Writers is an unordinary book that the inside of the publication waiting for you to snap it but latter it will zap you with the secret that inside. Reading this book alongside it was fantastic author who also write the book in such remarkable way makes the content inside of easier to understand, entertaining way but still convey the meaning totally. So , it is good for you because of not hesitating having this anymore or you going to regret it. This amazing book will give you a lot of advantages than the other book get such as help improving your talent and your critical thinking method. So , still want to hesitate having that book? If I had been you I will go to the reserve store hurriedly.

Patsy Locke:

Are you kind of hectic person, only have 10 or 15 minute in your moment to upgrading your mind skill or thinking skill possibly analytical thinking? Then you are receiving problem with the book when compared with can satisfy your short time to read it because all of this time you only find guide that need more time to be examine. Quick Access Reference for Writers can be your answer since it can be read by a person who have those short extra time problems.

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