



How to Write

Alastair Fowler

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How to Write is an introductory guide to writing, aimed at people who think they can't write, or for whom writing is an ordeal. Broken down into short topic-based chapters on everything from beginning to revising, it demystifies the writing process by taking the reader through each stage necessary to bring a piece of writing to a decent finish. The book also offers a wealth of invaluable practical considerations, including when and where to write, when to printout and when to edit onscreen, what type of pen works well for revisions, and the hazards of the paperclip. The author is a seasoned writer whose encouraging but uncompromising guidance will delight as well as instruct.

Offering practical advice in a lucid, no-nonsense style, *How to Write* will be ideal for both students and professional people who need to write during the course of their work.

Topic areas include:

- How to begin, including prep work, producing drafts, and making outlines
- Sentence construction, including word order, punctuation, and use of metaphors
- Paragraph construction, including types of paragraphs, readability, and size reduction
- Tips on research and using reference works

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