



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:

Jesse Reid:

The book Quick Access Reference for Writers can give more knowledge and information about everything you want. Why then must we leave the good thing like a book Quick Access Reference for Writers? Wide

variety you have a different opinion about guide. But one aim in which book can give many info for us. It is absolutely proper. Right now, try to closer using your book. Knowledge or information that you take for that, you could give for each other; you can share all of these. Book Quick Access Reference for Writers has simple shape however, you know: it has great and large function for you. You can appearance the enormous world by start and read a guide. So it is very wonderful.

Crystal Dewitt:

Reading a book being new life style in this calendar year; every people loves to study a book. When you study a book you can get a lots of benefit. When you read books, you can improve your knowledge, mainly because book has a lot of information on it. The information that you will get depend on what forms of book that you have read. In order to get information about your review, you can read education books, but if you act like you want to entertain yourself you can read a fiction books, such us novel, comics, and also soon. The Quick Access Reference for Writers provide you with a new experience in examining a book.

Adam Schneider:

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Clifford White:

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