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introductory the man who said that language was given to us to conceal our thoughts was a diplomat and a cynic admicdly diplomatists politicians and propagandists find it expedient to put vvhat they have to say in language which can be interpreted in different ways and there are occasions when most of us ordinary folk are glad to take advantage of the opportunity language gives us to disguise our true feelings or intentions but if this were the sole object of language or if we were to use it with this object habitually the confusion of babel would be worse confounded and ordinary human relations would soon be reduced to complete chaos until a nore reliable form of oral and

written communication was devised no the cynical diplomat i referred to just now was not really in earnest in fact he was only drawing attention to an accidental or accidental defect in an instrument which has been devised and orged by the labour of generations to enable people to understand me another language indeed is the best instrument for intelligible communication we possess it is not perfect by any means it has ts defects and it has its drawbacks its drawbacks are naturally inherent in the spoken and written word we may not be able to remove them but we can do our best to neutralize them but its iefects and shortcomings we can all help to remove we can each of us in our own humble way help to improve and perfect language with the object of making it a fuller clearer and more rational means of reaching mutual understanding

these talks were given in the autumn of 1894 as a course on advanced english composition in the lowell free classes and that they are now printed is largely due to the fact that they were so well received by those who then heard them in preparing them i consulted whatever books upon composition came to my hand i examined some with profit some with pleasure and some it must be confessed not wholly without amusement or even impatience doubtless i owe something to many of these books but i am not conscious of much obligation to any save the principles of rhetoric by professor a s hill english composition by professor barrett wendell and english prose by professor john earle i have conscientiously endeavored to make the lectures as practical as possible stating as clearly as i could those things which would have been most helpful to me had i read and heeded them twenty years ago the necessity of holding an audience made fitting some effort to render the talks entertaining but i have never consciously said anything for the mere purpose of being amusing and i have never been of the opinion that a book gains either in dignity or in usefulness by being dull my purpose has throughout been sincerely serious and if the book shall prove helpful i shall have attained the object for which it was written

the very thought of writing intimidates many if not most people speaking comes naturally we just open our mouths and the words flow with ease but not so with writing it s common to get stuck on a writing project before putting even one word on paper but take courage this book shows you how to avoid writer s block you ll learn to view writing the same as speaking to a friend just sit at the keyboard or have a pen in hand and let fly this method is called flow writing and it s been used by the world s top writers for decades flow writing in its speed and naturalness mimics the spoken voice by flow writing you are actually capturing your speaking voice and redirecting it to paper your words will sound like you and the quality of your writing will improve in leaps and bounds writing will be a joy notice some of the key chapter titles in this book capture your style of speech flow writing music the rhythm of your writing your writing voice humor writer s block or not writer s block personality sentence and paragraph structure write a strong conclusion tackling large writing projects editing your work show don t tell tricky word choices rules to put to rest self publishing

practical and easy to use essential speaking skills is the definitive guide to teaching speaking to students of english as a second or additional language brimming with

invaluable advice on teaching approaches and practical classroom ideas and learning activities the handbook is specifically designed for teachers who teach large classes with very few resources the clear explanations and the activities are suited to both new and experienced teachers of english and can be used in junior and senior secondary school classrooms and for adult learners

originally published in 1980 this title began as a set of questions posed by faculty on the campus of carnegie mellon university what do we know about how people write what do we need to know to help people write better this resulted in an interdisciplinary symposium on cognitive processes in writing and subsequently this book which includes the papers from the symposium as well as further contributions from several of the attendees it presents a good picture of what research had shown about how people write of what people were trying to find out at the time and what needed to be done

reels for 1973 include time index 1973

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