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Sommario/riassunto	Many social work students today lack the basic writing skills they will need to practice effectively with clients. This user-friendly guide to effective writing skills focuses specifically on the types of writing social work practitioners are required to do-agency reports, client documentation, court letters, grant writing applications, and more-in everyday practice. It includes abundant real-world examples drawn from all arenas of social work practice. The text helps students to understand and practice the basics of successful writing through the inclusion of actual forms and records that are