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Nota di contenuto	Contents; Preface; Foreword; 1. Style and Substance: The Dynamic Duo; 2. From Principles to Practice: The Art of Effective Writing; 3. Understanding Usage: An Alphabetical Guide to Specific Writing Tips and Pitfalls; 4. Be Clear and Direct: How to Avoid Redundancies, Euphemisms, and Cliches; 5. Harness the Potential of Computers and the Internet; Appendices; References for Further Reading; Index
Sommario/riassunto	Now you can learn and apply the basic principles of writing style, composition, grammar, word usage, and misuse, to the field of health care. With the Health Professionals Style Manual you will learn to improve your message and communicate more effectively. With up-to-date resources and references, these are just some of the rules and tools you will learn to use in your own writing.: Style and Substance.; Art of Effective Writing.; Tips and Pitfalls.; Redundancies, Euphemisms, and Cliches.; Computers and the Internet.; Common Abbreviations and Acronyms.; Commonly Misspelled Words.; Using Pr