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Part One – The Writing Process

- 1 Subjects and Topics, Audience, and Types of Writing
- 2 Grammar and Usage, Style, and Mechanics

Part One highlights the overall writing process to include the difference between subjects and topics while defining the audience and various types of writing. Grammar, style, and mechanics are also addressed, as is how to develop an abstract, summary, or outline in planning a writing

Part Two – Diction

- 3 Meaning, Clarity, and Simplicity
- 4 Concision
- 5 Figurative Language
- 6 Atypical Words and Collocations

Part Two explores linguistic etymology by defining meaning, figurative language, and atypical words and collocations, i.e., the way words and other elements are arranged or juxtaposed. Writing with clarity, simplicity, and concision is explained to help writers prepare text that is clear and comprehensible.

Part Three – Description, Narration, and Punctuation

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Part Three offers advice on using different types of descriptive writing while providing several meanings of narrative. Point of view and tone in narrative are also included. This section also provides valuable information on punctuation rules and conventions helpful in developing text that is creative without being confusing.

Part Four – The Sentence

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Part Four delves into types and styles of sentences, and gives writers specific methods for designing well-written sentences.

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Part Five goes a step further, detailing paragraph coherence and flow, ending with particular methods of paragraph development.

Part Six – The Essay

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- 16 Drafting, Revising, Editing, and Proofing

Part Six guides the writer through the primary components of the essay, and provides the writer with the necessary tools for drafting, revising, editing, and knowing when to stop.



About the Author - Gary Michael Smith is a writer, editor, educator, and publisher. Over 200 of his articles have appeared in more than 60 international trade and technical magazines and specialty journals. He has published 11 technical, historic, and instructional books on topics of scientific journal management, driving safety, coffee and coffeehouse history, writing, publishing, complaint resolution, and professional organization development. He also teaches numerous courses at the University of New Orleans on a variety of topics.

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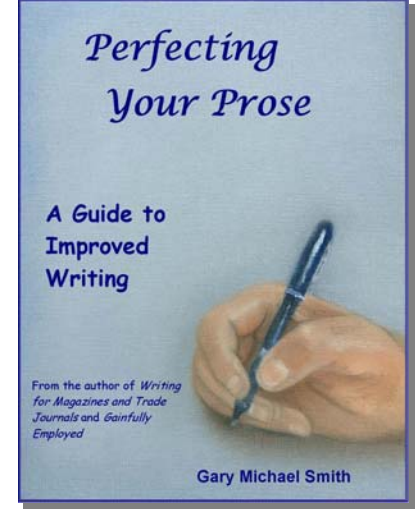
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**PERFECTING YOUR
 PROSE—A GUIDE TO
 IMPROVED WRITING**

is a guide to help writers expand their linguistic knowledge and to remind them of both common as well as obscure grammatical rules and conventions, thereby improving the overall structure and content of their prose.

A combination of writing instruction and grammar handbook, the sections within address a variety of linguistic and structural constructions and examples helpful for developing prose as clearly and succinctly as possible.

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