



# Writing Well in the 21st Century: The Five Essentials

*Linda Spencer*

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*Writing Well in the 21st Century: The Five Essentials* provides students, career-builders, and professional writers with the basic elements needed for writing in the 21st century. The book fully explains—and links—the five essentials of good writing:

1. punctuation,
2. grammar,
3. fact-checking,
4. style, and
5. voice

Throughout history technology has changed both language and writing. Today in the digital age, language and writing are changing at a phenomenal pace. Students, career-builders, and professional writers need this guide that reviews those changes and connects the essentials for creating good writing in the digital age.

*Writing Well in the 21st Century: The Five Essentials* gives writers the tools needed today. Among other essentials, the book:

- Resolves comma issues by explaining the Open and Close Punctuation systems. Writers select which system to use in their writing.
- Clarifies active and passive voice verbs and advocates using strong, specific verbs in writing.
- Provides guidelines for choosing credible online websites when searching for resources.
- Examines attributes of essentials that contribute to a writing style and urges a critical review of verbs.
- Connects elements that combine to create a voice in a written piece.

Relevant and succinctly written, *Writing Well in the 21st Century: The Five Essentials* gives readers the basics they need to know to create well-written documents for school, work and in their professional writing.

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