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SKILL BUILDERS

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WRITING SKILLS

SUCCESS IN 20 MINUTES A DAY

- Increase Your Writing Power in Just 4 Weeks
- Quick and Easy **20-Step** Program
- Practice Examples and Exercises Make Learning Easy

Judith F. Olson

New Edition

Includes
"Before and After"
Score-Yourself Tests!

GOODWILL'S SKILL BUILDERS

WRITING SKILLS SUCCESS IN 20 MINUTES A DAY

Judith F. Olson



GOODWILL PUBLISHING HOUSE®

**B-3 RATTAN JYOTI, 18 RAJENDRA PLACE
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SKILL BUILDERS

Created by GOODWILL exclusively to help you

- Prepare for any basic skills exam.
- Review what you learned or forgot in high school.
- Get extra help with your high school or college program.

SKILL BUILDERS helps you acquire practical, essential skills FAST, through a series of simple 20-step programs: Reading, Comprehension, Vocabulary & Spelling, Writing Skills, Practical Math, Reasoning Skills – all in 20 Minutes a Day.

WRITING SKILLS: SUCCESS in 20 Minutes a Day

Writing well isn't a talent you're born with. It's a skill you acquire through mastery of a few simple basics. This book will help you achieve that mastery through an easy 20-step program. Each step takes just 20 minutes a day.

What makes this WRITING SKILLS SKILL BUILDER so effective?

- An introductory diagnostic test helps you PINPOINT your STRENGTHS and WEAKNESSES.
- 20 STEPS cover all the VITAL WRITING SKILLS, from capitalization, problem verbs and pronouns to the essentials of style.
- You learn by EVERYDAY EXAMPLES.
- EXERCISES are in TEST FORMAT (giving you plenty of practice for test-taking).
- Each step is designed for EASE and SPEED in learning.
- Post-test shows you the PROGRESS you've made.
- BONUS SECTION – 'Preparing for a Standardized Test' – Tips for scoring your best.

"I love this book. It is easy to use and extremely user-friendly."

Janelle Mason, English teacher, Fort Dodge (IA)

Great Practice to Sharpen Your Skills!

PREPARE FOR A BRIGHTER FUTURE!



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