



## Quick Access Reference for Writers

By Lynn Quitman Troyka

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Highlights the writing process, research and documentation, ESL, and covers grammar, mechanics and usage.

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### Quick Access Reference for Writers By Lynn Quitman Troyka Bibliography

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## **Editorial Review**

### **Review**

“This is the best of the brief handbooks available.”

Dr. Harryette Brown *Dallas County Community College*

“The strengths of this text are good language level and tone, nice examples of different types of writing, logical fallacies, essay structure, etc...Strong section on argument, which can be less than appealing to teach and read about. Your coverage is interesting and useful”

Lisa McRaven *Ozarks Technical Community College*

“The “Writing to Connect with the World” section reminds students that the need for good writing continues afterschool...The greatest strength is the ease of use and narrative that doesn’t “talk down” to students.”

Ruth Gerick *University of Texas Arlington*

“I think the handbook is one of the best on the market, which is why NHC adopted it. Strong examples and in such an engaging format is what makes Quick Access a superior resource.”

Joyce Boatright *North Harris College*

“The acknowledgement of changes in the arena of writing to include more info about the web and about writing that employs images—this is realistic and useful for today’s classes...I plan to adopt.”

Diana Grumbles *Southern Methodist University*

“The coverage of plagiarism is, in my opinion, excellent.”

Joel B. Henderson *Chattanooga State Technical Community College*

“I think this is the best writing handbook on the market for clear, straightforward, and accurate demonstration of the writing process. “

Ruth Gerick

*University of Texas Arlington*

“Quick Access seems to be much more detailed and could better stand alone [than my current text]. It is very easy to use and takes good consideration of nonnative speaker populations.”

Kimberly Strain *University of Minnesota*

“The ESL Notes add helpful information, expanding the explanation for those who do not speak English as their first language.”

Dorothy Minor *Tulsa Community College*

“The section on working in the disciplines would almost sell me this book on its own.”

Lisa McRaven *Ozarks Technical Community College*

“I think this text’s inclusion of the research checklist, numerous examples, and screen shots - assists in student understanding and sets this text apart from its competitors.”

Joel B. Henderson *Chattanooga State Technical Community College*

#### From the Publisher

This quick reference handbook offers the same user-friendly, student-oriented approach widely-hailed in Troyka's other best-selling handbooks -- with additional features that allow students and teachers alike to access information quickly.

#### From the Back Cover

**If you sometimes feel a bit unsure as you write, try using the QUICK FIND ROADMAP to get you back on track to effective writing. The roadmap reflects some of the most common writing errors that frustrate writers. To find the information you need, choose the item that best describes the issue you are facing and then turn to the pages referenced.**

### **WORDS AND SENTENCES**

Write complete sentences instead of fragments.

Join independent clauses correctly by avoiding comma splices and run-ons.

Match grammatical forms within sentences to avoid shifts and keep sentences clear.

Make sentences with introductory phrases and with modifiers clear.

Know when to use *its* or *it's*.

### **GRAMMAR**

Match subjects and verbs in number and person.

Match pronouns to the word or words they refer to.

Use correct verb endings.

Choose verbs that correctly express time in tense and form.

Describe relationships with the correct prepositions for time and place.

### **PUNCTUATION**

Use commas after introductory elements.

Use commas in compound sentences.

Use commas to set off nonrestrictive elements.

Do not use commas to set off restrictive elements.

Use commas with a series of three or more elements that share the same grammatical form.

Use apostrophes correctly.

### **STYLE AND WORD CHOICE**

Choose the best words for your meaning.

Make your writing to the point and concise.

### **Users Review**

#### **From reader reviews:**

#### **Joshua Shaw:**

Typically the book Quick Access Reference for Writers will bring you to definitely the new experience of reading some sort of book. The author style to describe the idea is very unique. In case you try to find new

book to read, this book very suitable to you. The book Quick Access Reference for Writers is much recommended to you to learn. You can also get the e-book from official web site, so you can more readily to read the book.

**Richard Williams:**

People live in this new day of lifestyle always make an effort to and must have the extra time or they will get great deal of stress from both everyday life and work. So , if we ask do people have spare time, we will say absolutely of course. People is human not just a robot. Then we ask again, what kind of activity have you got when the spare time coming to a person of course your answer may unlimited right. Then do you ever try this one, reading ebooks. It can be your alternative in spending your spare time, the particular book you have read is actually Quick Access Reference for Writers.

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**Theresa Nash:**

Is it you who having spare time and then spend it whole day simply by watching television programs or just telling lies on the bed? Do you need something new? This Quick Access Reference for Writers can be the reply, oh how comes? It's a book you know. You are therefore out of date, spending your time by reading in this brand new era is common not a geek activity. So what these books have than the others?

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