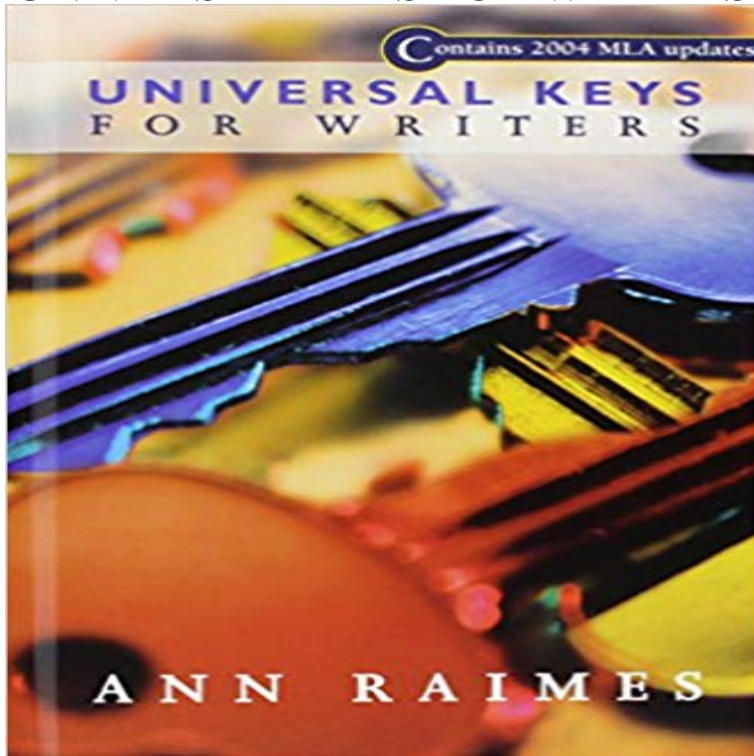


UNIVERSAL KEYS FOR WRITERS: Contains 2004 MLA updates



Just as the best-selling Keys for Writers brought innovations and improvements to the tabbed handbook format, Universal Keys for Writers significantly advances the accessibility and practicality of the hardcover comprehensive handbook. Students using this new handbook benefit from Raimes' clear, coaching tone; inclusive language; and superior design, organization, and content. Nearly 200 practical, class-tested exercises allow students to practice, review, and apply the full range of writing and grammar skills presented in the handbook. Each exercise is built around a contemporary topic, issue, debate, or discovery in the humanities, social sciences, or sciences, making this text ideal for instructors seeking a writing across the curriculum approach. Additional exercises are available through the Universal Keys Web Site, online handbook, and CD-ROM. Influenced by the authors' teaching experience at New York City's Hunter College, Universal Keys covers issues of language diversity in personal, professional, and research writing and incorporates superior coverage of ESL concerns. In addition, this new handbook offers outstanding support for students currently working and for those seeking writing instruction for the workplace. The text provides models on the many types of print and electronic documents (including PowerPoint presentations) used in the workplace and guidance on developing resumes and job application letters. The authors' trademark accessibility features a simple and functional tabbed color-coding system that reinforces the text's clear, three-part organization: writing and whole paper issues; sentences, grammar, and punctuation; and research and documentation. Superior writing coverage is supported by 15 sample student papers; early and integrated coverage of writing across the curriculum; a section on Visual Arguments; and coverage of such

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