

# **Learn at Home (Writing)**

Title	Price (HKD)	Quantity			
For children					
3000+ Words and Phrases for Writing (Body Movements)	120				
3000+ Words for Writing 1	80				
3000+ Words for Writing 2	80				
3000+ Words for Writing 3	80				
3000+ Words for Writing 4	80				
3000+ Words for Writing 5	80				
3000+ Words for Writing 6	80				
The Student Guide to Literacy	50				
You can write awesome stories	80				
For parents/teachers					
Best Practices for Planning Reading & Writing Instruction	80				
Collins Introducing English to Young Children: Reading & Writing	150				
Igniting Children's Writing	180				
Oxford Basics: Simple Writing Activities	190				
Step-by-Step Writing Lessons for K-1	100				
For general					
Collins Complete Writing Guide	100				
Collins Easy Learning Writing	115				
Collins English for Academic Purpose: Writing	180				
Collins English for Life: Writing (Pre-Intermediate)	180				
Collins English for Life: Writing (Upper-Intermediate)	190				
The New Oxford Guide to Writing	175				

# Customer Information 顧客資料

Customer name 顧客姓行	名:	Contact number 聯絡電話:	
Correspondence addres	s 郵寄地址:		 
Cheque/支票 (#	)	Bank/銀行	

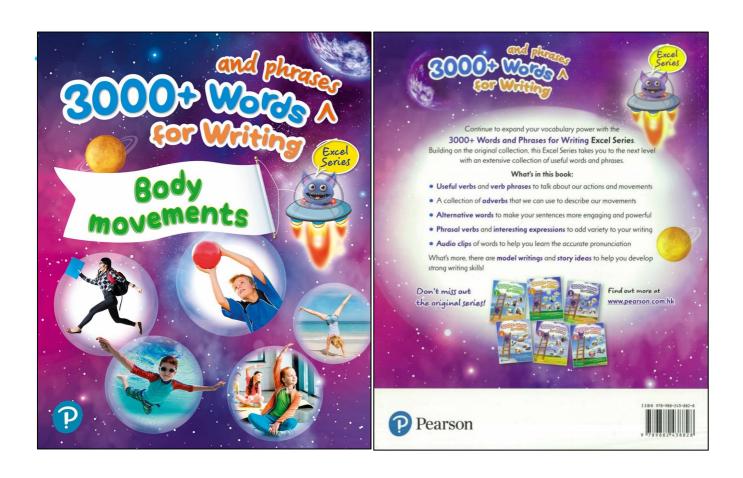
# Collection Method 領取方法

- You can purchase the course book at Main Centre at Admiralty. No prepayment and ordering in advance require. 如親身領取可直接到書店購買, 毋須填寫此表格。
- If you would like to have the items delivered by mail, please add \$32 for each item. Books will only be collected in person or by posted after 7 working days when cheque is received.

  如選擇以郵寄方式收取訂購的參考, 每項均需付港幣 32 元的郵費。訂購書籍須於支票收妥七個工作日後才可領取或寄出。
- Cheque payable to "The British Council" and please mail it with your form to The British Council Shop. 支票台頭請寫 "英國文化協會"及連同訂購表格郵寄至英國文化協會書店。

### **British Council Shop**

Address: G/F, 3 Supreme Court Road, Admiralty, Hong Kong. Tel: (+852) 2913 5122 Email: shop@britishcouncil.org.hk





# SMART ESSENTIALS

# ESTUDENT GUIDEP LITERACY

# **IN EVERY SUBJECT**

SMART LEARNING •

# SMART ESSENTIALS THE STUDENT GUIDE TO LITERACY IN EVERY SUBJECT

### **AUTHOR: RICHARD DURANT**

This book will help you use and improve your reading and writing skills in every subject you are studying.

The content of this book is divided into these key sections: Spelling, Word classes, Punctuation, Sentences, Extended writing, Planning extended writing, Reading, and Research skills. Each section has its own colour to help you find what you want quickly.

Look out for these features:

Rules and strategies are in a box for quick reference.

WATCH OUT

Warnings alert you to common literacy

# TRY IT OUT These sections challenge you to practise your skills.

Note sections offer extra information or

## Tips give you useful

Advanced skills sections have a tinted background to help you find the guidance that best suits you.

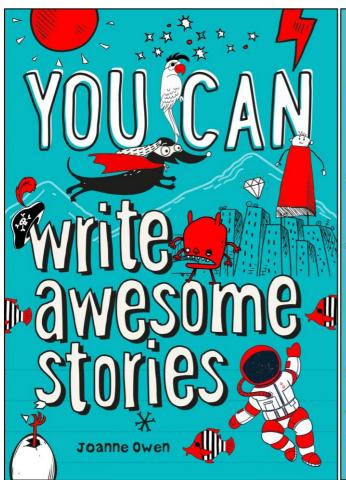
It can be easy to forget about good reading and writing skills outside your English lessons. This book will help you to remember them.

For further information about this book, please call us on 01223 477550, email admin@smart-learning.co.uk or visit www.smart-learning.co.uk

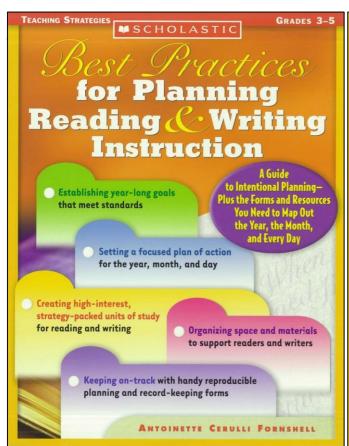
### SMART LEARNING •

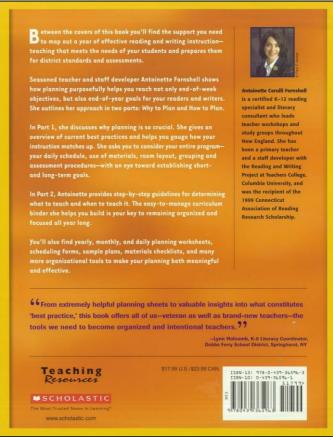
Smart Learning Ltd 39 Parkside Cambridge CB1 1PN Telephone: 01223 477550 Facsimile: 01223 477551 www.smart-learning.co.uk Company Registration No. 03931985

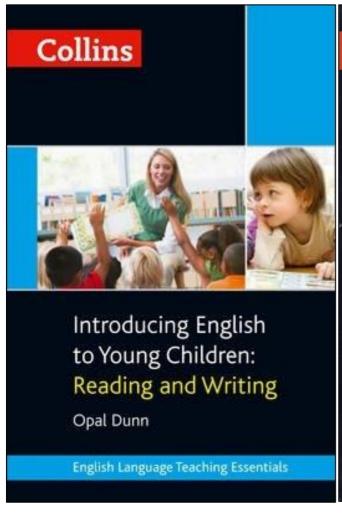




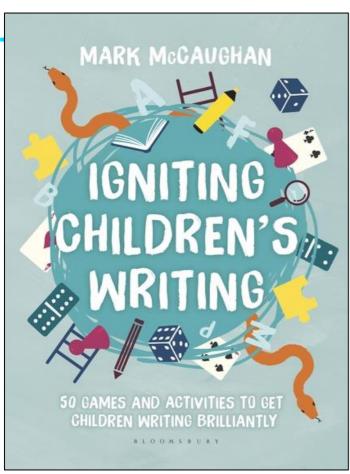




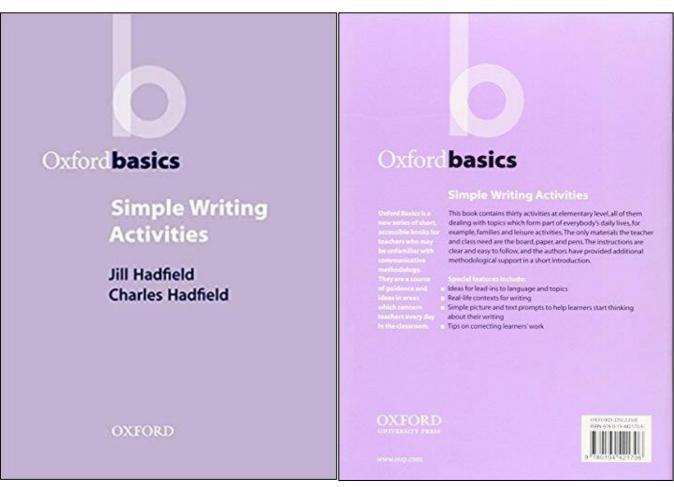


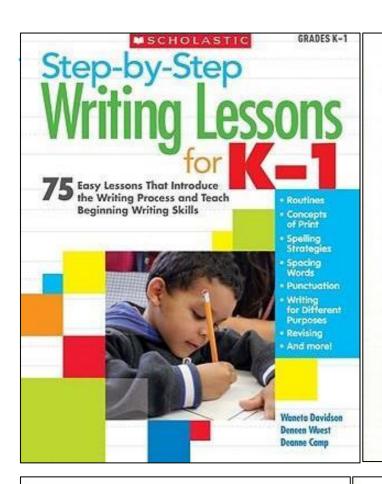


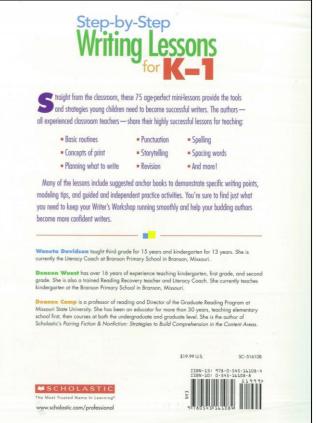












# Collins

# Complete Writing Guide

The clear and accessible way to increase your word power

Collins Complete Writing Guide is a fun way to learn the principles of good writing, with entertaining examples and amusing illustrations to help you remember.

Improve your writing for every occasion, with sections on:

- Grammar
- ➡ Confusable Words
- → Punctuation
- ➡ Improving Your Writing
- → Spelling
- Foreign Words
- and Phrases

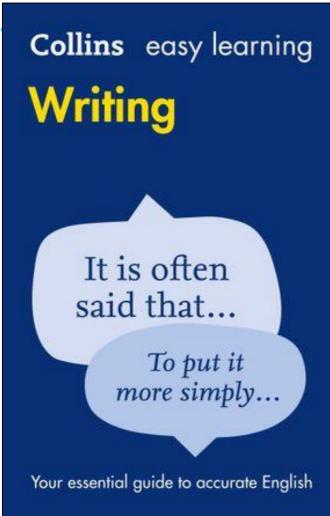
→ Expanding Your Vocabulary

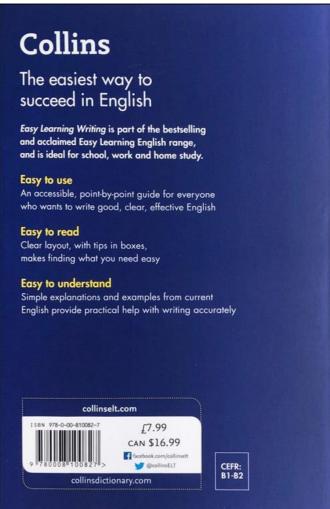
→ Abbreviations

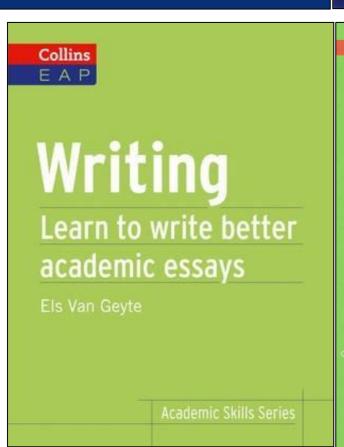
Collins Complete Writing Guide is an essential companion for anyone who wants to write accurate, effective English.

"A master class... This is a delight for anyone interested in words." Writers' Forum

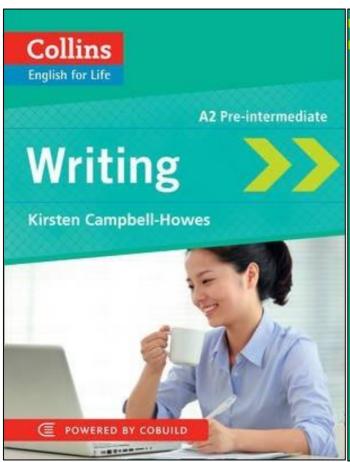




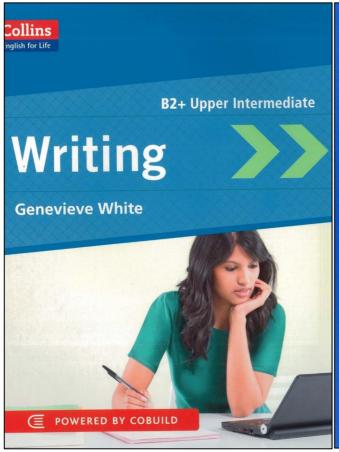


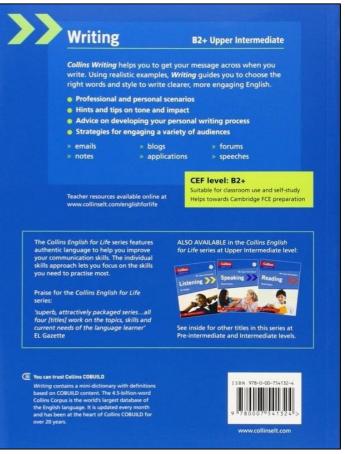




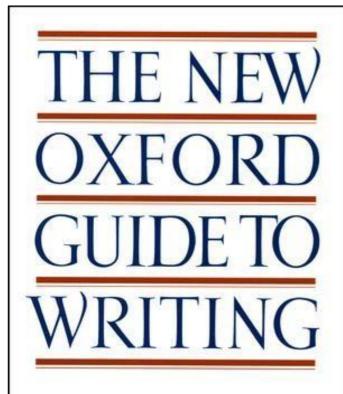












THOMAS S. KANE

WRITING/REFERENCE



"Guides to writing—some in print, others in software—continue to proliferate; the best-written this year is *The New Oxford Guide to Writing*."

William Safire, The New York Times Sunday Magazine

Many handbooks on writing offer reliable advice on specific aspects from punctuation to style. The New Oxford Guide to Writing, however, covers all aspects

of writing, so that no matter where you find yourself in the writing process from the daunting look of a blank page, to the rough draft that needs shaping, to the small but important questions of punctuation—you will find what you need in one handy volume.

Highlighted by numerous examples of successful prose this stimulating volume covers the entire subject step-by-step, clearly and authoritatively. It shows:

- How to use commonplace books and journals to store ideas, brainstorming techniques, how to explore a potential topic systematically
- . How to use drafts and revisions (and more revisions) to refine your ideas
- The best way to open an essay clearly and interestingly, how to lead the reader subtly, ways of using qualifications to express complexity without sacrificing impact
- How to organize ideas into a coherent paragraph, how to vary sentence structure and length for variety and emphasis

In addition, it contains a useful appendix on punctuation, ranging from commas and periods to underlining and capitalization.

whether you write for business or for pleasure, whether you are a beginner or an experienced pro, *The New Oxford Guide to Writing* is an essential addition to your reference library, providing abundant assistance and encouragement to write with more clarity, more color, and more force.

Thomas Kane was formerly Professor of English at the University of Connecticut at Waterbury. He is co-editor of *The Short Story and the Reader* and *Writing Prose*, Sixth Edition, both with Leonard J. Peters.

Cover design by David Gam

Oxford Paperbacks Oxford University Press

