

## Contents:

Introduction: Who can make use of this book?	p. 5
Part 1: Why do we write?	p. 9
Part 2: Why do we fail and what can we do about it?	p. 15
<i>We use bad grammar and incorrect words</i>	p. 16
<i>We express ourselves in indirect ways</i>	p. 19
<i>We translate</i>	p. 27
<i>We communicate differently</i>	p. 30
<i>We haven't given the topic enough thought</i>	p. 34
<i>We forget that writing is not just presenting facts,     but telling a story</i>	p. 36
Part 3: Practical language solutions	p. 41
<i>Rule 1: Practice grammar</i>	p. 42
<i>Rule 2: Find the right level</i>	p. 54
<i>Rule 3: Plan</i>	p. 65
<i>Rule 4: Make sure your structure is clear</i>	p. 68
<i>Rule 5: Be direct</i>	p. 79
<i>Rule 6: Use topic sentences</i>	p. 88
<i>Rule 7: Use everyday words as much as you can</i>	p. 96
<i>Rule 8: Don't repeat words and phrases</i>	p. 102
<i>Rule 9: Practice writing</i>	p. 107
<i>Rule 10: Re-read, revise and re-write, all the time</i>	p. 109
Conclusion	p. 115
Sources	p. 117