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social workers are required to communicate in writing for a range of purposes and audiences the new edition of this best selling book aims to raise the profile of writing skills in social work practice it encourages the development of writing techniques which will stand the reader in good stead throughout their professional career examples of the types of writing covered include case notes reports proposals literature reviews journal articles funding applications reflective exercises hot tips for effective writing and further reading are included in each chapter the book is also linked to the professional standards that structure training practice and continuing professional development it will be an essential study guide for all students practitioners and managers in social work settings

this accessible book aims to help social workers write clearly accurately and objectively in all contexts so that they can communicate effectively with multiple audiences the book gives social workers practical guidance and advice on how to write unambiguously efficiently and analytically demonstrating how important writing skills are to the professional identity of social workers topics covered include techniques for planning and organising your writing a refresher on grammar rules to enable you to write with clarity viewing critical writing as part of the process of decision making and thinking guidance on using professional anti oppressive language and vocabulary appropriate to different audiences advice on all communication types including emails letters case notes reports funding applications text messages and social media information on the legal frameworks you need to be aware of when recording events conversations and recommendations each chapter contains exercises and examples of good analytical writing to help writers to develop their own competence case studies drawn from real scenarios relate the skills being discussed directly to practice this book is an indispensable manual for all social work students newly qualified social workers and experienced professionals who want a practical guide to improving their writing communication including writing skills is an essential aspect of effective social work practice taking a practical and reflective approach this text covers the foundations of professional writing in social work writing matters and this text serves as a useful resource to engage in and master effective writing skills for social work students all the way to seasoned social work practitioners barbra teater professor of social work college of staten island city university of new york usa this book forms part of the social work skills in practice series the

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