



# **Writing to Clients and Referring Professionals about Psychological Assessment Results: A Handbook of Style and Grammar**

*J. B. Allyn*

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## **Writing to Clients and Referring Professionals about Psychological Assessment Results: A Handbook of Style and Grammar J. B. Allyn**

This book is the first on the craft of effective writing structured expressly for the psychologist-assessor. Author J. B. Allyn, a professional writer who specializes in psychology, combines reference book with tutorial. She blends information on the qualities that create a writer's unique presence on the page with illustrations of correct English grammar. All of the questions, answers, and illustrations evolved from the concerns of psychologist-assessors, as did the examples, which are grounded in their writing and communication needs. The result creates a guide for report writing that can be used by either practicing professionals or graduate psychology students.

The book divides into three sections: The first and third sections discuss various aspects of effective communication, while the second is a handbook of common grammar problems. Helpful elements guide the reader through the text, including frequent bullet lists, tables and graphs, and grammar and style examples that are framed around assessment reports. It is also written in a conversational tone, which creates the same style it proposes for effectively written reports, and is a key tool for clear and appropriate communication. Readers will refer back to this book, both for quick tips on style and grammar, which are appropriate for any mental health practitioner, and for more detailed advice on writing and communication in assessment reports.

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