

The Grammatically Correct Handbook A Lively And Unorthodox Review Of Common English For The Linguistically Challenged

In 2010 the first edition of The Best Little Grammar Book Ever! was published. Readers, including many schools and colleges, have loved it. Why a second edition? Grammar standards do evolve and change over time, so a few things have changed in the past several years. The second part of this series will be a "little" workbook that can be used with this book (and either book can be used alone). The Best Little Grammar Book Ever! contains an introduction to grammar (parts of speech, phrases, clauses), common grammar issues, punctuation, capitalization, word usage, a writing lesson, a final test, a complete index, and much more.--Page [4] of cover.

A user-friendly reference guide plus workbook containing the most important rules of English grammar, punctuation, capitalization, and writing numbers that people need every day. Full of helpful, real-world examples, exercises, tests, and answers. Perfect for business professionals, professors, teachers, students, and home schooling families, The Blue Book of Grammar and Punctuation is used in hundreds of universities, high schools, middle schools and corporations through the United States as well as in developing nations. Take an online quiz, get editing help, order the book, join the Q&A club, read Jane Straus's articles, or register for her monthly newsletter.

Playful and practical, this is the style book you can't wait to use, a guide that addresses classic questions of English usage with wit and the blackest of humor. Gordon has taken her enormously successful book of English usage and expanded it to include more rules, fine points, examples, and illustrations. Playful and practical, this style book combines classic questions of usage with wit and the blackest of humor.

Grammatically CorrectPenguin

The Grammar Handbook

The Essential Guide to Spelling, Style, Usage, Grammar, and Punctuation

McGraw-Hill Education Handbook of English Grammar & Usage

An Easy-to-Use Guide with Clear Rules, Real-World Examples, and Reproducible Quizzes

A Grammar Handbook

A Grammar Book for You and I-- Oops, Me!

The third edition of The Primary Grammar Handbook is an essential reference for English Grammar, punctuation and usage, and is ideal for middle to upper Primary students. The content has been realigned to ensure a logical progression and a closer link to curriculum documents. The Functional Grammar section has been expanded to include models of text types referred to in curriculum documents. The text types are now divided into literary text types and factual text types. Grammar is introduced in a logical sequence so that students will understand, for example, the meaning of terms, such as phrase and clause, before they are discussed as part of a sentence. Content is logically sequenced and linked to reflect state and territory English curriculum documents. The easy-to-use contents list and page tabs provide a handy reference to support any language activity from word, phrase and sentence level through to text level.

Improve Your Writing Quickly! What spell check and grammar check can't do for you, this book will. For more than 30 years, Ron Mead has helped countless college students, government, military, and corporate personnel improve their writing. This book is an invaluable resource for editors, authors, technical writers, high school and college teachers, students, journalists, bloggers, public speakers, and for writers in the public and private sectors. See how to correct the most common errors. Clear, concise explanations help you to quickly grasp the grammar rules. A Concise Grammar Book for Those Who Hate Grammar is written in an easy-to-read format and is organized using a numbering system to make answers easy to find.

Good grammar is as critical to a successful personal and professional life as good grooming. Yet many struggle to master the basics. Enter this straightforward and entertaining book, which will teach even the worst grammarphobes how to write crystal-clear emails, professional-sounding letters, or articulate term papers. Completely revised and updated, this edition of an Everything bestseller includes: Steps to mastering difficult punctuation Effective revision techniques Tips for clear and concise writing It also includes new material on: Lists of commonly misspelled and misused words Brand-new exercises, called Checkpoint, at the end of each chapter E-Links: Web sites for spelling rules, style help, and interactive quizzes The perfect desk reference, The Everything Grammar and Style Book, 2nd Edition has all the ingredients anyone needs to conquer their fear of grammar and become a great communicator.

At long last English language teachers have what they've been waiting for, a "professional friend" to give a helping hand at all times! A great deal more than a grammar book, this new resource explores areas of the language that teachers have found troublesome to understand, hard to explain, and challenging to demonstrate to students. Its down-to-earth, reader-friendly format gives a fresh, new way of looking at complex material, in turn preparing teachers to communicate better and give more effective examples to students. The 22 chapters explore word order, articles, present, past, and future tenses, the overlooked uses of some and any, modal auxiliaries, prepositions, genitives, compound nouns and adjectives, passives and causatives, direct object companions, two-and three-word verbs, subjunctives, conditional sentences, the role of stress and intonation to convey meaning, and more. You'll find valuable information that you've never seen in other grammar reference books!

Discovering and Correcting Errors for Anyone who Has Learned English by Ear

The Only Grammar Book You'll Ever Need

The Grammar Review Book

21st Century Grammar Handbook

The Primary Grammar Handbook

The Right Handbook

The Little Gold Grammar Book helps readers build essential grammar and writing skills and is suitable for the everyday student, test-prep candidate, or working professional in need of a refresher course. In addition to covering the basics of grammar, diction, and idioms, this book includes 30 multiple-choice problems to help integrate key concepts. Special sections include editing tips and punctuation, American English vs. British English, and traditional writing vs. digital writing.

PLEASE NOTE - this is a replica of the print book and you will need paper and a pencil to complete the exercises. Puzzled by past tenses? Confused by comparatives? This clearly structured and beautifully presented workbook is packed with grammar practice activities that make learning English grammar incredibly easy. The English for Everyone Grammar Guide Practice Book is an essential companion to the English for Everyone Grammar Guide, a comprehensive reference book that makes even the trickiest grammar rules clear and simple. The Practice Book mirrors the unit-by-unit structure of the Grammar Guide. Each Practice Book unit is full of carefully graded grammar exercises to drill and reinforce the grammar you have learned in the corresponding Grammar Guide unit. These exercises will help you build up your confidence and become more fluent, giving you the chance to practice using the most important English grammar constructions again and again. Ideal for students at all levels, the English for Everyone Grammar Guide Practice Book covers basic, intermediate, and advanced English grammar in one easy-to-navigate book. Like all books in the innovative English for Everyone series, it uses a visual learning method: many of the exercises are accompanied by attractive illustrations that put grammar practice points into context and give you visual cues to help you understand the exercises. Whether you want to improve your grammar for work, study, travel, or exams, the English for Everyone Grammar Guide Practice Book offers you a simple way to learn English grammar, remember it, and use it with confidence.

Whether it's for a professional document, a school paper, an Internet blog, or something more personal, effective communication depends on clear, concise, and grammatically correct writing. Punctuation, spelling, and grammar rules can trip up anyone, while organization and word choice can make writing memorable—or banal. The Handy English Grammar Answer Book is an engaging guide to writing with clarity for all occasions. It offers fundamental principles, grammar rules, and punctuation advice, as well as insights on writing for different occasions and audiences. From a brief history of the English language to the deconstruction—and explanation—of the different parts of a sentence, and from showing how to punctuate correctly to how to organize a well-argued essay, this easy-to-use reference answers nearly 500 questions and offers fun facts on the English language and its usage, including How did English become a language spoken worldwide? What is a sentence fragment? When do I use “that” versus “which”? How do I use materials ethically on my own websites? How do I write an outline? Several appendices, including model papers and sample writing for every occasion, a glossary of commonly used terms, a bibliography, and an index add to the book's usefulness.

The Grammar Handbook is an essential reference for English grammar, punctuation and usage and provides students the answers to everyday English usage questions.

The Mysteries of Grammar and Punctuation Revealed

Grammatically Correct

A Concise Grammar Book for Those Who Hate Grammar

The Glamour of Grammar

I Judge You When You Use Poor Grammar

Great Grammar Book

This all-new guide to english is designed to be user-friendly. Its innovative A-to-Z dictionary format lets you find the answers to your questions about grammar, punctuation, and preferred usage quickly and easily. Simply look up the problem areas as you would look up a word in the dictionary. It's just that simple and time-saving. A glossary of terms and plentiful cross-references offer even more help when you need it. Created by a leading expert in linguistics and lexicography. Covers all essential areas of grammar and style. A key word index for fast access. Clear, plentiful examples. Up-to-date, modern, preferred academic and business usage. Portable for school, home, or office.

"The Right Handbook" demonstrates the complexity of grammar and usage issues and shows how to solve problems by using real writing demystifies the rules of "rightness" in a pragmatic, humorous way allows for quick reference with an easy-to-read format.

Updated and expanded, this book fills a double purpose as both a useful classroom text and a practical style manual for writers. It reviews English grammar, sentence structure, punctuation, and correct word usage, and advises on adapting writing style to different formats, including both classroom assignments, business documents, and electronic communication. Readers will also find detailed instruction on essay writing, starting with outlining a subject, and going on to writing a draft and then editing and polishing it into a finished composition. New in this edition is a sample research paper that uses online sources and follows the widely popular MLA style for footnotes.

The go-to guide for perfecting your grammar and communication skills in every situation English teachers aren't the only ones who expect careful and correct language choices. Precision in language can be the deciding factor when it comes to getting a job or winning a promotion. Whether your skills need drastic improvement or a quick brush-up, The McGraw-Hill Handbook of English Grammar and Usage will get your grammar back on the right track. Written by two expert grammarians, the book provides bottom-line definitions, tips, and simple rules that summarize the essentials you need to know. You ' ll find clear examples of usage and as well guidance on communication via text, email, and social media. The new, third edition of The McGraw-Hill Handbook of English Grammar and Usage features: • Straightforward explanations of common mistakes and why they happen • Hundreds of correct and incorrect sentence examples, with errors clearly marked • Quick tips for fixing your most stubborn grammatical mishaps • Catchy memory aids for writing correctly the first time, and more

With 160 Exercises

Instant English Handbook

Signs

English for Everyone English Grammar Guide Practice Book

A Handbook of Grammar for the Innocent, the Eager, and the Doomed

All you need to master the rules of great writing

The Grammar Review Book guides English language learners inductively toward accurate understanding and use of grammatical structures. The basis for each unit is to fix a recurring grammatical error, for example, omission of subject (is beautiful today) or omission of verbs (She the best worker). The exercises incorporate the following four features: 1) they involve inductive rather than deductive thinking; 2) they activate analytical skills; 3) they are multi-sensory; and 4) they guide students in applying the grammatical focus in each unit to an original writing task.

An introduction to parts of speech, plurals, possessives, and punctuation features Nina Noun, Vera Verb, and other animal characters who guide readers on a grammatical tour

The bestselling workbook and grammar guide, revised and updated! Hailed as one of the best books around for teaching grammar, The Blue Book of Grammar and Punctuation includes easy-to-understand rules, abundant examples, dozens of reproducible quizzes, and pre- and post-tests to help teach grammar to middle and high schoolers, college students, ESL students, homeschoolers, and more. This concise, entertaining workbook makes learning English grammar and usage simple and fun. This updated 12th edition reflects the latest updates to English usage and grammar, and includes answers to all reproducible quizzes to facilitate self-assessment and learning. Clear and concise, with easy-to-follow explanations, offering "just the facts" on English grammar, punctuation, and usage Fully updated to reflect the latest rules, along with even more quizzes and pre- and post-tests to help teach grammar Ideal for students from seventh grade through adulthood in the US and abroad For anyone who wants to understand the major rules and subtle guidelines of English grammar and usage, The Blue Book of Grammar and Punctuation offers comprehensive, straightforward instruction.

Now substantially revised and updated, this essential guide is arranged in an easy-to-follow, topical style that takes readers from the rules governing basic sentence structure to methods of achieving effective expression.

The Best Little Grammar Book Ever! Speak and Write with Confidence / Avoid Common Mistakes, Second Edition

Correct Grammar

Dreyer's English

40 Powerful Rules for Clear and Correct Writing

Essentials of English

English language grammar exercises

The Anarchist's Guide to Grammar: "Banish the "rules" of grammar in the U.S.!" is the revolution called for by author Val Dumond. "Scary? Of course, but drastic measures must be taken. Just look at the state of language today! The time is now! Stand up and reclaim it!" "We've been taking U.S. language for granted," claims this long-time writer. We make several assumptions: 1) that we have a language called "Proper English"; 2) that a set of "rules" lies in some mysterious place, written by some mysterious authority; 3) that one must follow those "rules" to speak and write correctly. Not so! The time has arrived to banish what we call "rules" and expose the assumptions." Dumond asks: What would happen if we all spoke the language of our heritage? We would quickly learn the sound of the Tower of Babel – since US-language has come about by combining languages from (at least) 150 countries around the world. As immigrants enter the country, they bring with them new ideas, cultures, foods, music, and language. As they become settled, they combine their culture with US-ers, thus enriching all of us in the United States, including our language. In an amusing Introduction, Val explains how we have assumed there exists an incontrovertible set of grammar "rules" to be followed in order to speak proper, correct, good English. "We're not in England anymore!" she points out. Oh yes, we started out with British "rules," but as we declared our independence, language changed, and continues to change. Do you really understand ordinary British English? Numerous pundits over time have drawn up what they consider the "rules" of grammar and forced them on their students. Yet, when those students run up against someone who studied a different set of "rules," confusion and doubt rear their heads. Must we in the U.S. speak "proper English" or do we have a language all our own? After clarifying the conundrum of US-language, Dumond offers guidelines to aid writers in determining what constitutes understandable language. Those guidelines don't depend on memorizing all the crazy names for the parts of language, but rather the guidelines focus on how those parts function. Nouns and pronouns become Things; adjectives and adverbs become Modifiers; punctuation becomes Rules of the Road – all presented in easily understood language, with examples to boot. Included in the guidelines are ways to decide which nouns to capitalize how to discern the difference between plural and possessive nouns how pronouns perform ways to vary word modifiers how to add modifying phrases and clauses use of the little words that serve as the glue to connect words into sentences how to use the dots, dashes, and curly cues we call punctuation. But she doesn't stop there. Writers will especially enjoy the freedom offered to create new words and put together sentences and paragraphs. She offers suggestions to use numbers and inclusive language, as well as offering four ways to improve spelling. The solution to the confusion of US-language seems so simple. Look at the "rules" that come close to your interpretation, then modify them to make them work for you. Set up Your Style Manual, rather than depend on style manuals put together according to some other group's interpretations. And she shows you how. All this is included in The Anarchist's Guide to Grammar: toss out the assumptions, clarify them, pick up some basic, helpful guidelines, and write with power and assurance. No longer will you need to ask, "What are the rules for writing Proper English?" At last, you'll understand why there aren't any. At last you can write your own guidelines.

The study of language in written texts and transcripts of speech is greatly helped by a student's abilityBB to identify and describe those prominent features of the grammar which make one variety of English different from another. A Course Book in English Grammar looks at many of the problems encountered by students and encourages them to find their own answers and to assess hypotheses about grammatical description. There are activities at each step, using authentic written and spoken data. Using 'real' texts avoids the faking of evidence to be found in some traditional grammar books, and interesting problems of analysis that arise in such texts are a source of useful discussion. The book has been thoroughly revised and expanded for this second edition, which contains additional chapters and material. A new opening chapter discusses the concept of 'grammatically correct English' and the differences between descriptive, prescriptive and proscriptive approaches to the writing of grammar books. The book is a systematic description of Standard English, and examples of contemporary spoken dialectal grammar are introduced and analysed to illustrate the differences between standard and nonstandard usage. A Course Book in English Grammar will prove invaluable to all students of English Language.

A revised and updated new edition of the bestselling workbook and grammar guide The Blue Book of Grammar and Punctuation is a concise, entertaining workbook and guide to English grammar, punctuation, and usage. This user-friendly resource includes simple explanations of grammar, punctuation, and usage; scores of helpful examples; dozens of reproducible worksheets; and pre- and post-tests to help teach grammar to students of all ages. Appropriate for virtually any age range, this authoritative guide makes learning English grammar and usage simple and fun. This updated Eleventh Edition reflects the latest updates to English usage and grammar and features a fully revised two-color design and lay-flat binding for easy photocopying. Clear and concise, easy-to-follow, offering "just the facts" Fully updated to reflect the latest rules in grammar and usage along with new quizzes Ideal for students from seventh grade through adulthood in the US and abroad For anyone who wants to understand the major rules and subtle guidelines of English grammar and usage, The Blue Book of Grammar and Punctuation offers comprehensive, straightforward instruction.

The Only Grammar Book You'll Ever Need is the ideal resource for everyone who wants to produce writing that is clear, concise, and grammatically excellent. Whether you're creating perfect professional documents, spectacular school papers, or effective personal letters, you'll find this handbook indispensable. From word choice to punctuation to organization, English teacher Susan Thurman guides you through getting your thoughts on paper with polish. Using dozens of examples, The Only Grammar Book You'll Ever Need provides guidelines for: Understanding the parts of speech and elements of a sentence Avoiding the most common grammar and punctuation mistakes Using correct punctuating in every sentence Writing clearly and directly Approaching writing projects, whether big or small Easy to follow and authoritative, The Only Grammar Book You'll Ever Need provides all the necessary tools to make you successful with every type of written expression.

Standard English and the Dialects

The Handy English Grammar Answer Book

The Everything Grammar and Style Book
REA's Handbook of English Grammar, Style, and Writing
New Oxford Grammar Tree 1
All the Grammar You Need to Succeed in Life

What really goes on inside a sentence? What is your subject, and where is your verb, and what is its tense, and where is your modifier, and why does it matter? Where do you need a comma, and where do you not? Why are dashes and semicolons so misunderstood? When is it which and when is it that? In The Little Green Grammar Book, Mark Tredinnick asks and answers the tough grammar questions - big and small - with the same verve and authority readers encountered in The Little Red Writing Book. The Little Green Grammar Book does for grammar what The Little Red Writing Book did for style. It will have you writing like a writer in no time.

B & t local 02-17-2002 \$12.95.

In [this book] you will learn all about the parts of grammar, but more importantly how to put them together - work words, glue words, chunks of words, helpers, and trouble-makers. [The book] will teach you to communicate with clarity and precision. As you learn the logic behind the rules of grammar, you'll find it easy to obey them. You'll become the master of: perfect progressives; gender concealers; word substitutes; working words and helping words; joiners and gluers; phrases and clauses; points of punctuation; avoiding common mistakes; how to put all your words together in the clearest, most powerful way. -Dust jacket.

A collection of photos features misspelled and ungrammatical signs from across the United States and the world, along with captions that further clarify or amplify their humorous aspects, including "We are doing toilets cleaning, so sorry for the incontinence" (at KFC), "No parking aloud" (street sign), and many more. Original.

A Collection of Egregious Errors, Disconcerting Bloopers, and Other Linguistic Slip-Ups

Grammar and Usage in Context

Occupational Outlook Handbook

An Utterly Correct Guide to Clarity and Style

A Teacher-friendly Reference Guide

Who's (... oops!) whose grammar book is this anyway?

A good command of English grammar is the goal of this book. It makes the study of language more interesting and enjoyable. It avoids jargon and thus is addressed to those who may be intimidated by the complexities of formal grammar. to assess your understanding as you go.

Early in the history of English, the words "grammar" and "glamour" meant the same thing: the power to charm. Roy Peter Clark, author of Writing Tools, aims to put the glamour back in grammar with this fun, engaging alternative to stuffy readers will learn everything from the different parts of speech to why effective writers prefer concrete nouns and active verbs. THE GLAMOUR OF GRAMMAR gives readers all the tools they need to "live inside the language"--to take advantage of English, to instill meaning, and to charm through their writing. With this indispensable book, readers will come to see just how glamorous grammar can be.

How does good writing stand out? If its purpose is to convey facts, findings, or instructions, it need be read only once for its content to be clear. If its purpose is to entertain or to provoke thought, it makes readers want to come back for more. This book shows you how to do it. It covers four essential aspects of good writing: Individual words: spelling variations, hyphenation, frequently confused homonyms, frequently misused words and phrases, irregular plurals and negatives, and uses of capitalization and type style to add special meanings • Punctuation - the role of each mark in achieving clarity and affecting tone, and demonstration of how misuses can lead to ambiguity Syntax and structure: agreement of subject and verb, parallel construction, modifiers, tenses, pronouns, active versus passive voice, and-fast areas of clarity and tone, including sentence length and order, conciseness, simplification, reading level, jargon and cliches, and subtlety Filled with self-test exercises and whimsical literary quotations, Grammatically Correct steers clear of academic stuffiness, focusing instead on practical strategies and intuitive explanations. Discussions are designed to get to the heart of a concept and provide a sufficient sense of when and how to use it, along with examples that show what ambiguities or misinterpretations might result if the rules are not followed. In cases where there is more than one acceptable way to do something, the approach is not to prescribe one over another but simply to describe the options. Readers of this book will never break the rules of language again - unless they choose to.

Who or Whom? / Its or It's / Lie or Lay? Can't remember those grueling grammar lessons from junior high? Troubled that your professional writing lacks polish? Stop worrying! You've just picked up the painless prescription for proper English. Benjamin Dreyer is here to help. As Random House's copy chief, Dreyer has upheld the standards of the legendary publisher for more than two decades. He is beloved by authors and editors alike-not to mention his followers on social media-for deconstructing the English language with playful erudition. Now he distills everything he has learned from the myriad books he has copyedited and overseen into a useful guide not just for writers but for everyone who wants to put their best prose foot forward. As authoritative as it is amusing, Dreyer's English offers lessons on punctuation, from the underloved semicolon to the enigmatic en dash; the rules and nonrules of grammar, including why it's OK to begin a sentence with "And" or "But" and to confidently split an infinitive; and why it's best to avoid the doldrums of the Wan Intensifiers and Throat Clearers, including "very," "rather," "of course," and the dreaded "actually." Dreyer will let you know whether "alright" is all right (sometimes) and even help you brush up on your spelling-though, as he notes, "The problem with mnemonic devices is that I can never remember them." And yes: "Only godless savages eschew the series comma." Chockful of advice, insider wisdom, and fun facts, this book will prove to be invaluable to everyone who wants to shore up their writing skills, mandatory for people who spend their time editing and shaping other people's prose, and-perhaps best of all-an utter treat for anyone who simply revels in language. Praise for Dreyer's English "Playful, smart, self-conscious, and personal . . . One encounters wisdom and good sense on nearly every page of Dreyer's English."-The Wall Street Journal "Destined to become a classic."-The Millions "Dreyer can help you . . . with tips on punctuation and spelling. . . . Even better: He'll entertain you while he's at it."-Newsday

The Anarchist's Guide to Grammar

A One-Stop Source for Every Writing Assignment

A Guide to the Magic and Mystery of Practical English

The Handbook of Good English

McGraw-Hill Handbook of English Grammar and Usage, 2nd Edition

The Grammar and Writing Handbook for Lawyers

Correct English usage as it's never been taught before: lucidly, memorably, and humorously -- for all ages.

The Grammar and Writing Handbook shows you precisely which rules need to be followed, how to choose the correct words, and the most effective way to structure every sentence to help you compose more persuasive, stronger material that's flawlessly written. The book includes a brief history of the English language, as well as comprehensive information on every thing from singular vs. plural, to composing a legal memorandum.

NEW YORK TIMES BESTSELLER • A sharp, funny grammar guide they'll actually want to read, from Random House's longtime copy chief and one of Twitter's leading language gurus NAMED ONE OF THE BEST BOOKS OF THE YEAR BY O: The Oprah Magazine • Paste • Shelf Awareness "Essential (and delightful!)"-People We all write, all the time: books, blogs, emails. Lots and lots of emails. And we all want to write better. Benjamin Dreyer is here to help. As Random House's copy chief, Dreyer has upheld the standards of the legendary publisher for more than two decades. He is beloved by authors and editors alike-not to mention his followers on social media-for deconstructing the English language with playful erudition. Now he distills everything he has learned from the myriad books he has copyedited and overseen into a useful guide not just for writers but for everyone who wants to put their best prose foot forward. As authoritative as it is amusing, Dreyer's English offers lessons on punctuation, from the underloved semicolon to the enigmatic en dash; the rules and nonrules of grammar, including why it's OK to begin a sentence with "And" or "But" and to confidently split an infinitive; and why it's best to avoid the doldrums of the Wan Intensifiers and Throat Clearers, including "very," "rather," "of course," and the dreaded "actually." Dreyer will let you know whether "alright" is all right (sometimes) and even help you brush up on your spelling-though, as he notes, "The problem with mnemonic devices is that I can never remember them." And yes: "Only godless savages eschew the series comma." Chockful of advice, insider wisdom, and fun facts, this book will prove to be invaluable to everyone who wants to shore up their writing skills, mandatory for people who spend their time editing and shaping other people's prose, and-perhaps best of all-an utter treat for anyone who simply revels in language. Praise for Dreyer's English "Playful, smart, self-conscious, and personal . . . One encounters wisdom and good sense on nearly every page of Dreyer's English."-The Wall Street Journal "Destined to become a classic."-The Millions "Dreyer can help you . . . with tips on punctuation and spelling. . . . Even better: He'll entertain you while he's at it."-Newsday

How does good writing stand out? If its purpose is to convey facts, findings, or instructions, it need be read only once for its content to be clear. If its purpose is to entertain or to provoke thought, it makes readers want to come back for more. Revised and updated, this guide covers four essential aspects of good writing: • Individual words - spelling variations, hyphenation, frequently confused homonyms, frequently misused words and phrases, irregular plurals and negatives, and uses of capitalization and type style to add special meanings • Punctuation - the role of each mark in achieving clarity and affecting tone, and demonstration of how misuses can lead to ambiguity • Syntax and structure - agreement of subject and verb, parallel construction, modifiers, tenses, pronouns, active versus passive voice, and more • Style - advice on the less hard-and-fast areas of clarity and tone, including sentence length and order, conciseness, simplification, reading level, jargon and cliches, and subtlety Filled with self-test exercises and whimsical literary quotations, Grammatically Correct steers clear of academic stuffiness, focusing instead on practical strategies and intuitive explanations. Discussions are designed to get to the heart of a concept and provide a sufficient sense of when and how to use it, along with examples that show what ambiguities or misinterpretations might result if the rules are not followed. In cases where there is more than one acceptable way to do something, the approach is not to prescribe one over another but simply to describe the options. Readers of this book will never break the rules of language again - unintentionally.

A Course Book in English Grammar

The Little Gold Grammar Book

The ELT Grammar Book

The Little Green Grammar Book

The Blue Book of Grammar and Punctuation