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book with an exhaustive glossary of grammatical terms and a bibliography of suggested further reading and references. The Chicago Guide to Grammar, Usage, and Punctuation is a magisterial work, the culmination of Garner’s lifelong study of the English language. The result is a landmark resource that will offer clear guidelines to students, writers, and editors alike. “[A manual] for those of us

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Basic American Grammar and Usage
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Sons Language columnist June Casagrande presents a fun and breezy guide to everything a grown-up interested in grammar needs to know. When it comes to grammar, it seems like everyone—even die-hard word nerds—feel they "missed something" in school. The Joy of Syntax picks up where sixth grade left off, providing a fresh foundation in English syntax served up by

someone with an impressive record of making this otherwise inaccessible subject a true joy. With simple, pithy information on everything from basic parts of speech and sentence structure to usage and grammar pitfalls, this guide provides everything you need to approach grammar with confidence.
Grammatically Correct
Simon and Schuster
Covers the practical use of written and

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Internet in general. As a marketing practitioner, I've been finding my way own way through the online world for some time now but have always wondered if what I was doing was 'correct' and it would take me ages to find out what I needed to know through researching online articles, blogs, etc. I found this book to be fairly concise and focused. The references to other online articles that it

includes are vast and can they be very absorbing. The best part about this is that it is written by someone that clearly has vast experience in the field and, unlike with some online articles, you get the feeling that what is advised is really 'best practice'. I'd recommend this book for anyone interested in digital marketing." Adam Butchart, Digital Marketing student Blurb:

We love the Internet. We love digital and the connected world that we live in. We have spent the last six months gleaning every bit of knowledge, skill and opinion from the creative minds at Quirk. The result is a textbook borne out of more than 12 years of practical experience in the world of digital. For the reader, this translates into applicable insight into marketing in

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Russian usage for those who have already acquired the basics of the language and wish to extend their knowledge. Unlike conventional grammars, it gives special attention to those areas of vocabulary and grammar which cause most difficulty to English speakers, and focuses on questions of style and register which are all too often ignored. Clear, readable and easy to consult, it will prove

invaluable to students seeking to improve their fluency and confidence in Russian. This second edition has been substantially revised and expanded to incorporate fresh material and up-to-date information. Many of the original chapters have been rewritten and one brand new chapter has been added, providing a clear picture of Russian usage in the 21st century. **The Essential**

Guide to Spelling, Style, Usage, Grammar, and Punctuation
HarperCollins UK
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 clichè s, 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. **Perfect English Grammar** Ten Speed Press With examples and cross-references throughout, the monumental,

easy-access AMA Handbook of Business Writing is an indispensable desktop reference for every business professional. -- Book Jacket. *The Essential Guide to Accurate Writing* Routledge Collins Easy Learning Grammar is an accessible guide to English grammar and punctuation. With clear, concise explanations on everything from adverbs to word order, and from

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convey our
exact
meanings, we
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fundamentals
of the English
language,
such as the

parts of speech, how sentences and paragraphs are constructed, and the correct use of punctuation. We also need to spell the words correctly! This indispensable reference guide to the rules and conventions governing written English will help all those who are unsure about whether to use "its" or "it's", or a colon instead of a comma, or how to spell words such as "separate".

Grammar to Get Things Done
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Expert linguist Grant Barrett gives you all the tools you need to improve your everyday communication--from perfecting your punctuation to polishing your speaking skills--with his accessible, go-to grammar guide. Language learners of all levels can turn to this easy-to-navigate grammar guide again

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support, children can overcome the challenges of English, leaving them calm, confident, and exam ready. Series Overview: DK's bestselling Help Your Kids With series contains crystal-clear visual breakdowns of important subjects. Simple graphics and jargon-free text are key to making this series a user-friendly resource for frustrated parents who want to help

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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.

The AMA Handbook of Business Writing
Taylor & Francis
Whether you're composing a letter, writing a school thesis, or starting a novel, The Oxford Essential Guide to Writing offers expert advice on how to think more creatively, how to conjure up ideas from scratch, and

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