

The Blue Book Of Grammar And Punctuation

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the good grammar book teaches all the grammar needed for speaking and writing in english it explains the rules shows how the language works and gives plenty of practice it can be used either with the coursebook in class or as extra practice at home

an introduction to english grammar provides a comprehensive overview of all aspects of english grammar the first part of the book the grammar provides a step by step introduction to the key topics in english grammar the second part the applications shows how a grasp of these topics can be helpful in resolving usage problems in developing a clear writing style and in mastering punctuation and spelling a whole chapter english in use is devoted to illustrating the grammatical features of a wide range of modern text types including emails facebook pages and tweets it also looks at the special grammatical features of english in everyday conversation each chapter is followed by two sets of exercises the first set can be used in self study or in the classroom the second set deals with more advanced topics and can be used for classroom discussion or essay writing this fourth edition has been fully revised and updated and includes clearer descriptions and improved presentation new material on word structure and word formation new exercises examples and extracts updated further reading assuming no prior knowledge of english grammar this book is ideal for beginning students on a one semester course and provides everything a student needs on the theory and practice of english usage a comprehensive glossary of grammatical terms is included and a website provides invaluable additional exercises

college professors today cringe at the lack of writing skills displayed by their students business leaders bemoan poor communication skills among their employees and people themselves recognize that they and their children have a problem and want to do something about it this inviting book introduces readers anew to the eight parts of speech and common grammatical problems such as the tension between nouns and verbs the controversy of the active vs passive voice and the power of a verb based style edward presents his theory of style and the craft of sentences including those important marks of punctuation

many people find english grammar daunting if you are one of them then this is the book for you the complete guide to grammar is an indispensable guide for all native english speakers who were not taught formal grammar and who have ever wondered about the correct use of a word or phrase it is also an invaluable learning tool for students of english of lower intermediate standard and above the book deals with each area of grammar in a concise readable manner providing relevant examples each topic is explained in a self contained two page section highlighting mistakes commonly made within each area of grammar and there is also a full glossary of grammatical terms indispensable to any intelligent discussion of grammar together with a comprehensive index for ease of use if you have ever hesitated to confidently split an infinitive or wondered to whom you should address yourself this book is for you

an easy to use reliable source on proper punctuation and sentence construction when to capitalize and how to abbreviate always writing clearly and concisely

most books on grammar emphasize syntax they either ignore morphology almost completely or give it inadequate attention some grammar books if they deal with morphology include very few or no morphology exercises for these reasons the idea of this book has come into existence and consequently this book has become a reality the book contains ten chapters chapter 1 deals with word structure chapter 2 deals with derivation prefixes infixes suffixes chapter 3 discusses compounding in detail chapter 4 deals with inflection in detail chapter 5 explains the different means of word formation chapter 6 deals with nouns forms types noun markers chapter 7 focuses on verbs chapter 8 on adjectives chapter 9 on adverbs chapter 10 on minor word classes descriptor s morphology english language questions and answers

this book presents grammar structures in short example sentences accompanied by concise notes on form and use

grammar is a subject that even the best english users tend to neglect this book can be used as a general reference book by all for students it is a grammar guide to refer to any topic at a glance the description of every rule is easily understandable without teachers help it covers all the grammar rules for day to day requirements and all parts of speech with plenty of examples the pronouns are very well explained especially nominative and objective pronouns which are often confusing for many the case is similar with verbs and adverbs

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