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it is important in our daily lives for us to write clear english which is easily understood if we get the basics wrong our words may be misinterpreted and cause confusion to make sure our written words convey our exact meanings we need to understand the 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

this work provides the basic information about grammar and punctuation that people need on a day to day basis arranged a to z it contains entries for standard grammatical terms as well as dealing with specific questions of usage

master the essentials of the english language and write with greater confidence

now in one handy volume the bestselling the briefest english grammar ever and the briefest punctuation guide ever covering the basics of english grammar and punctuation this friendly guide is perfect for students at all levels it clearly and simply explains how language works and functions and strips out all the jargon to make understanding

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a concise and practical guide to english grammar and punctuation includes examples and easy to follow rules

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the new updated edition of the handbook that should be on every copyeditor's desk unstuffy hip and often funny the copyeditor's handbook has become an indispensable resource both for new editors and for experienced hands who want to refresh their skills and broaden their understanding of the craft of copyediting this fourth edition incorporates the latest advice from language authorities usage guides and new editions of major style manuals including the

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collins primary focus english grammar punctuation and spelling test revision and practice boosts children's core language skills in preparation for the year 6 test the pupil resource pack includes support and resources for consolidating children's skills through independent work and practice activities resources to develop children's skills for every curriculum objective assessed in the english grammar punctuation and spelling test follow up tasks to help consolidate learning independently as well as further practice sheets to embed core skills differentiated activities covering levels 3 to 6 support progression up through the levels for all children and enable the most able to work towards the level 6 test includes practice papers for ongoing assessment

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written in short accessible sections this book explains the basics of writing good english it includes punctuation sentence construction and spelling you will learn how to adopt different tasks such as writing a report essay or short story there are also chapters on letter writing filling in forms and constructing job applications

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