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# **Grammatically Correct The Essential Guide To Spelling Style Usage Grammar And Punctuation 1 2 | 1 2 Grammatically Correct 2e Paperback**

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

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never break the rules of language again – unintentionally.

A single-volume reference for professional writers provides rules for all major styles including AP, MLA, APA and Chicago Manual of Style while offering an A-to-Z section explaining commonly confused terms. Original. 10,000 first printing.

Practical, effective, evidence-based reading interventions that change students' lives Essentials of Understanding and Assessing Reading Difficulties is a practical, accessible, in-depth guide to reading assessment and intervention. It provides a detailed discussion of the nature and causes of reading difficulties, which will help develop the knowledge and confidence needed to accurately assess why a student is struggling. Readers will learn a framework for organizing testing results from current assessment batteries such as the WJ-IV, KTEA-3, and CTOPP-2. Case studies illustrate each of the concepts covered. A thorough discussion is provided on the assessment of phonics skills, phonological awareness, word recognition, reading fluency, and

reading comprehension. Formatted for easy reading as well as quick reference, the text includes bullet points, icons, callout boxes, and other design elements to call attention to important information. Although a substantial amount of research has shown that most reading difficulties can be prevented or corrected, standard reading remediation efforts have proven largely ineffective. School psychologists are routinely called upon to evaluate students with reading difficulties and to make recommendations to address such difficulties. This book provides an overview of the best assessment and intervention techniques, backed by the most current research findings. Bridge the gap between research and practice Accurately assess the reason(s) why a student struggles in reading Improve reading skills using the most highly effective evidence-based techniques Reading may well be the most important thing students are taught during their

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school careers. It is a skill they will use every day of their lives; one that will dictate, in part, later life success. Struggling students need help now, and *Essentials of Understanding and Assessing Reading Difficulties* shows how to get these students on track.

Award-winning comic book letterer, and founder of Blambot.com, NATE PIEKOS, provides you with the most in-depth tips and techniques ever published on the subject of digital comic book lettering . . . from creating your own lettering templates, emotive dialogue, and dynamic sound effects . . . to developing design skills and building a lettering career in the comic industry.

In this distinctive guide to the craft of writing, author Laraine Herring shows us how to tune into our bodies and connect with our emotions so that our writing becomes an expression of our full beings, rather than just an intellectual exercise. With warmth and wisdom, Herring offers a path to discovering "deep writing"—prose that is unique, expressive, and profoundly authentic. Lessons and imaginative exercises show you how to: stay with your writing when your mind or body starts to pull you away; explore the five senses in your writing; and approach your writing without judgment. *Writing Begins with the Breath* will open up a whole world of creativity for people who may not have considered themselves writers before, while also providing keen insights into the craft for seasoned writers.

Review: "This book is a fantastic guide to online marketing, and the 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

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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 an ever-changing space. This book brings you: 22 Chapters Updated content throughout All new case studies \$480 of vouchers\* Used by brands, creative agencies and students across the world, Quirk's eMarketing textbook sets the standard for all things digital. "Since we published the last edition of the book, it has become increasingly obvious that the various elements of digital marketing work hand in hand, not just benefiting each other through coordination, but actually relying on each other for success." - Rob Stokes (Founder and Group CEO, Quirk) In order to reflect this change, we have restructured the book to mirror our four key agency disciplines: Think, Create, Engage and Optimise. This simplified way of thinking about the digital space makes it easier for students and professionals to benefit from the insights shared. Helps law students gain essential skills needed to advance from acceptable to exceptional writing, focusing on organization, sentence structure, word choice, punctuation, and formatting. Includes exercises and reviews for self or group testing. This second edition includes a new chapter on formattin

A user-friendly reference guide plus workbook containing the most important rules of English grammar, punctuation,

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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.

Improve the writing and speaking skills you use everyday  
Graceless with grammar? Perplexed by punctuation? Have no fear! This second Australian edition of English Grammar For Dummies explains everything from basic sentence structure to the finer points of grammar. Packed with expert advice, this book will help you to communicate more effectively and make the right impression every time. Structure sentences correctly — learn everything from making verbs agree to understanding clauses Avoid and fix common mistakes — find out how to revise the things your grammar checker underlines Punctuate like a professional — explore the correct use of commas, apostrophes, colons, semicolons and dashes Polish your writing style — discover how good grammar and good style go hand in hand Open the book and find: Ways to accessorise with adjectives and adverbs Tips for pairing the correct pronoun with the noun Advice about how to use numerals in documents Hints for writing emails and slide presentations Explanations of errors missed by spell checkers Learn to: Improve your writing and editing Understand and apply grammar rules Avoid common errors Connect grammar with style

A guide to English language grammar covers the parts of speech, sentences, and punctuation along with information on writing style and a collection of quizzes.

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"The official style guide used by the writers and editors of the world's most authoritative news organization."

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 and again for quick and authoritative information. From conjugating verbs to crafting sentences to developing your own style, Grant Barrett provides you with the tools and motivation to improve the way you communicate. Perfect English Grammar helps you clearly say what you want to say--and the best way to say it. Never Be Wrong: Catchy examples help you remember core grammar rules Sharpen Your Style: Composition guidelines let you express yourself fully Look It Up: Seamless navigation makes it easy to find answers quickly Geek Out: Explore the tricky questions with Grant Barrett's help Whether you're a busy professional or on the job hunt, Perfect English Grammar makes it easier than ever to improve your grasp of grammar.

Provides clear and concise explanations of English grammar, including a review of common grammatical and stylistic errors, a list of commonly misspelled words, and guidelines for punctuation and capitalization.

"A provocative and jaunty romp through the dos and don'ts of writing for the internet" (NYT)--the practical, the playful, and the politically correct--from BuzzFeed copy chief Emmy Favilla. A World Without "Whom" is Eats, Shoots & Leaves for the internet age, and BuzzFeed global copy chief Emmy Favilla is the witty go-to style guru of webspeak. As language evolves faster than ever before, what is the future of "correct" writing? When Favilla was tasked with creating a style guide for BuzzFeed, she opted for spelling, grammar, and punctuation guidelines that would reflect not only the site's

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lighthearted tone, but also how readers actually use language IRL. With wry cleverness and an uncanny intuition for the possibilities of internet-age expression, Favilla makes a case for breaking the rules laid out by Strunk and White: A world without "whom," she argues, is a world with more room for writing that's clear, timely, pleasurable, and politically aware. Featuring priceless emoji strings, sidebars, quizzes, and style debates among the most lovable word nerds in the digital media world--of which Favilla is queen--A World Without "Whom" is essential for readers and writers of virtually everything: news articles, blog posts, tweets, texts, emails, and whatever comes next . . . so basically everyone.

New to this edition: Up-to-date information on on-line research and computer resources. A unique four-way access system enables users of the Handbook of Technical Writing to find what they need quickly and get on with the job of writing: 1. The hundreds of entries in the body of the Handbook are alphabetically arranged, so you can flip right to the topic at hand. Words and phrases in bold type provide cross-references to related entries. 2. The topical key groups alphabetical entries and page numbers under broader topic categories. This topical table of contents allows you to check broader subject areas for the specific topic you need. 3. The checklist of the writing process summarizes the opening essay on "Five Steps to Successful Writing" in checklist form with page references to related topics, making it easy to use the Handbook as a writing text. 4. The comprehensive index provides an exhaustive listing of related and commonly confused topics, so you can easily locate information even when you don't know the exact term you're looking for.

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

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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

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spelling. . . . Even better: He'll entertain you while he's at it."—Newsday

More people write for The Associated Press than for any newspaper in the world, and writers-nearly two million of them-have bought more copies of The AP Stylebook than of any other journalism reference. It provides facts and references for reporters, and defines usage, spelling, and grammar for editors. There are separate sections for journalists specializing in sports and business, and complete guidelines for how to write photo captions, file copy over the wire, proofread text, handle copyrights, and avoid libel. This edition of The AP Stylebook keeps pace with world events, common usage, and AP procedures.

Grammatically Correct is your essential guide to proper punctuation, spelling, style, usage and grammar! &#x000A;&#x000A;Don't rely on a generic spell or grammar check when the correct answers to your specific questions are as close as this guide! Easy to use and comprehensive in coverage, Grammatically Correct offers practical instruction, examples, and exercises that show how incorrect usage can alter your meaning. Appendices and glossaries for quick look-ups are included. With this convenient little reference, you'll save time, develop a smooth style, and present your writing in a professional way - every time!

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 apostrophes to semicolons, this e-book is indispensable for understanding correct usage.

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The revised edition of *The Canadian Style* is an indispensable language guide for editors, copywriters, students, teachers, lawyers, journalists, secretaries and business people – in fact, anyone writing in the English language in Canada today. It provides concise, up-to-date answers to a host of questions on abbreviations, hyphenation, spelling, the use of capital letters, punctuation and frequently misused or confused words. It deals with letter, memo and report formats, notes, indexes and bibliographies, and geographical names. It also gives techniques for writing clearly and concisely, editing documents and avoiding stereotyping in communications. There is even an appendix on how to present French words in an English text.

The authoritative guide to using the English language effectively, from “the greatest writer on grammar and usage that this country has ever produced” (David Yerkes, Columbia University). The author of *The Chicago Manual of Style*’s popular “Grammar and Usage” chapter, Bryan A. Garner is renowned for explaining the vagaries of English with absolute precision and utmost clarity. With *The Chicago Guide to Grammar, Usage, and Punctuation*, he has written the definitive guide for writers who want their prose to be both memorable and correct. Garner describes standard literary English—the forms that mark writers and speakers as educated users of the language. He also offers historical context for understanding the development of these forms. The section on grammar explains how the canonical parts of speech came to be identified, while the section on syntax covers the nuances of sentence

patterns as well as both traditional sentence diagramming and transformational grammar. The usage section provides an unprecedented trove of empirical evidence in the form of Google Ngrams, diagrams that illustrate the changing prevalence of specific terms over decades and even centuries of English literature. Garner also treats punctuation and word formation, and concludes the 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 laboring to produce expository prose: nonfiction books, journalistic articles, memorandums, business letters. The conservatism of his advice pushes you to consider audience and occasion, so that you will understand when to follow convention and when you can safely break it."—John E. McIntyre, Baltimore Sun

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 •

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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 clichés, 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.

Grow Your Own Selection of Fruit, Vegetables, and Herbs With This Proven Step-By-Step Guide to Hydroponics! 2nd Edition: Updated May 2016 Diagrams and Pictures Included to Help You Build Your Own System INCLUDES BONUSSES: Starting a Hydroponics Business & The Essential Aquaponics Guide! This essential hydroponics guide gives you the proven step-by-step methods for creating and managing your own successful hydroponic system. With this, you will have the theoretical and practical knowledge needed to grow a

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selection of herbs, vegetables, and flowers at home - without the use of any soil! It's undeniable that hydroponics allows for greater control over the challenging factors that soil brings. The ultimate goal of this book is to allow you to wave goodbye and say a final farewell to the stubbornness of soil. This book includes the necessary foundations for those just getting started in hydroponics. On top of this, more advanced techniques are outlined for those that wish to become a hydroponic hero! This is the 'go to' concise reference guide for hydroponics that covers: - An Introduction to Hydroponics - Hydroponic Growing Mediums - Types of Hydroponic Systems - Plant Nutrition - Lighting - The Growing Process - Creating Your Own Hydroponic Systems - The Crops Most Suited to Hydroponic Gardening - And much more! This is all presented with clear explanations, photos and diagrams. Buy This Book Now and Kickstart Your Hydroponic Journey!

For Who the Bell Tolls is a book that explains the grammar that people really need to know, such as the fact that an apostrophe is the difference between a company that knows its s\*\*\* and a company that knows it's s\*\*\*, or the importance of capital letters to avoid ambiguity in such sentences as 'I helped my Uncle Jack off his horse.' David Marsh's lifelong mission has been to create order out of chaos. For four decades, he has worked for newspapers, from the Sun to the Financial Times, from local weeklies that sold a few thousand copies to the Guardian, with its global readership of nine million, turning the sow's ear of rough-and-ready reportage into a passable imitation of a silk purse. The

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chaos might be sloppy syntax, a disregard for grammar or a fundamental misunderstanding of what grammar is. It could be an adherence to 'rules' that have no real basis and get in the way of fluent, unambiguous communication at the expense of ones that are actually useful. Clear, honest use of English has many enemies: politicians, business and marketing people, local authority and civil service jargonists, rail companies, estate agents, academics . . . and some journalists. This is the book to help defeat them. 'A splendid and, more importantly, sane book on English grammar.' Mark Forsyth, author of *The Etymologicon*

*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 punctuation 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

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tools to make you successful with every type of written expression.

Writing with Clarity and Style, 2nd Edition, will help you to improve your writing dramatically. The book shows you how to use dozens of classical rhetorical devices to bring power, clarity, and effectiveness to your writing. You will also learn about writing styles, authorial personas, and sentence syntax as tools to make your writing interesting and persuasive. If you want to improve the appeal and persuasion of your speeches, this is also the book for you. From strategic techniques for keeping your readers engaged as you change focus, down to the choice of just the right words and phrases for maximum impact, this book will help you develop a flexible, adaptable style for all the audiences you need to address. Each chapter now includes these sections: Style Check, discussing many elements of style, including some enhanced and revised sections Define Your Terms, asking students to use their own words and examples in their definitions. It's in the Cloud, directing students to the Web to locate and respond to various rhetorically focused items, including biographies and speeches. Salt and Pepper, spicing up the study of rhetoric by stretching students' thinking about how their writing can be improved, sometimes by attending to details such as punctuation, and sometimes by exploring the use of unusual techniques such as stylistic fragments.

Review Questions, providing an end-of-chapter quiz to help cement the chapter ideas in long-term memory. Questions for Thought and Discussion, a set of questions designed for either in-class discussion or personal response. New to the Second Edition Additional examples of each device, including from world personalities and the captains of industry More and longer exercises, with a range of difficulty Advice from classical rhetoricians including Aristotle, Horace, Longinus, Cicero, and Quintilian.

Many of us grimace when faced with grammar exercises. But in order to communicate with others, pass tests, and get your point across in writing, using words and punctuation effectively is a necessary skill. It's a fact that in our life today, good communication skills-including writing-are essential. The good news is that grammar and writing skills can be developed with practice.

Learn the rules of the English language with this easy and engaging style guide. Grammar is complicated. But many textbooks and style guides are often so long and tedious that even English teachers use them as a classroom doorstop. Grammar 101 is a fun, comprehensive guide focusing on the essentials of grammar. With simple explanations and entertaining examples, you can learn everything you need to know to employ commas, semicolons, and em dashes with

confidence. You'll even be prepared to wrangle your run-on sentences and sharpen your syntax with ease. So whether you're looking for an introduction to the rules of grammar or a refresher to keep on your desk, Grammar 101 has all the answers.

Here is a concise guide to supplement any course of study and help with homework, travel, and test preparation. Topics include word order, time, nouns, verbs, adjectives, word choices with verbs and adverbs, and letter writing. The simple format has one goal: quick mastery and growing confidence.

Qin Xue Herzberg, a graduate of Beijing Normal University, has taught Chinese for decades and has been an upper-level Chinese professor at Calvin College for ten years. Larry Herzberg did his PhD work in Chinese and founded the Chinese language programs at Albion College and Calvin College. Qin and Larry live in Grand Rapids, Michigan, and are co-authors of the popular China Survival Guide as well as Chinese Proverbs and Popular Sayings.

Acts is the sequel to Luke's gospel and tells the story of Jesus's followers during the 30 years after his death. It describes how the 12 apostles, formerly Jesus's disciples, spread the message of Christianity throughout the Mediterranean against a background of persecution. With an introduction by P.D. James Action research, explored in this book, is a seven-step process for improving teaching and learning in classrooms at all levels. Through practical examples,

research tools, and easy-to-follow "implementation strategies," Richard Sagor guides readers through the process from start to finish. Learn how to uncover and use the data that already exist in your classrooms and schools to answer significant questions about your individual or collective concerns and interests. Sagor covers each step in the action research process in detail: selecting a focus, clarifying theories, identifying research questions, collecting data, analyzing data, reporting results, and taking informed action. Drawing from the experience of individual teachers, faculties, and school districts, Sagor describes how action research can enhance teachers' professional standing and efficacy while helping them succeed in settings characterized by increasingly diverse student populations and an emphasis on standards-based reform. The book also demonstrates how administrators and policymakers can use action research to bolster efforts related to accreditation, teacher supervision, and job-embedded staff development. Part how-to guide, part inspirational treatise, *Guiding School Improvement with Action Research* provides advice, information, and encouragement to anyone interested in reinventing schools as learning communities and restructuring teaching as the true profession it was meant to be. A grammar reference for middle-grade students shares accessible guidelines organized under such

chapter names as "Incredible Shrinking Words," in a lighthearted guide that pairs English-language rules with whimsical instructional elements.

Covers the practical use of written and spoken American-style English for students of English as a second language.

Practical Grammar: A Canadian Writer's Resource offers students of all levels and disciplines a succinct and comprehensive overview of the basics of English grammar.

The best-selling 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 exercises, 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 Twelfth Edition reflects the latest updates to English usage and grammar and features a two-color design and lay-flat binding for easy photocopying. 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 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.

This new edition of *Colloquial Arabic of the Gulf* has been revised and updated to make learning this variety of Arabic easier and more enjoyable than ever before. Specially written by an expert for self-study and classroom use, the course offers you a step-by-step approach to spoken Arabic of the Gulf, together with an introduction to reading signs, business cards, advertisements and other realia. No prior knowledge of the language is required. Each unit presents numerous grammatical points that are reinforced with a wide range of exercises for regular practice. A full answer key can be found at the back as well as useful vocabulary summaries throughout. Features new to this edition include: a 'Cultural Point' section in each unit on important aspects of Gulf culture, society and history, with photographs and realia a 'Reading Arabic' section in each unit, plus a special appendix on the Arabic script comprehensive glossaries, both English-Arabic and Arabic-English, containing all the words in the book extra notes on the dialects of Oman. By the end of this rewarding course you will be able to communicate confidently and effectively in Arabic in a broad range of situations. Audio material to

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