

English Grammar Workbook For Dummies



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Synopsis

Get some good grammar practice-and start speaking and writing well Good grammar is important, whether you want to advance your career, boost your GPA, or increase your SAT or ACT score. Practice is the key to improving your grammar skills, and that's what this workbook is all about. Honing speaking and writing skills through continued practice translates into everyday situations, such as writing papers, giving presentations, and communicating effectively in the workplace or classroom. In English Grammar Workbook For Dummies you'll find hundreds of fun problems to help build your grammar muscles. Just turn to a topic you need help with-from punctuation and pronouns to possessives and parallel structure-and get out your pencil. With just a little practice every day, you'll be speaking correctly, writing confidently, and getting the recognition you deserve at work or at school. Hundreds of practice exercises and helpful explanations Explanations mirror teaching methods and classroom protocols Focused, modular content presented in step-by-step lessons English Grammar Workbook For Dummies will empower you to structure sentences correctly, make subject and verbs agree, and use tricky punctuation marks such as commas, semicolons, and apostrophes without fear.

Book Information

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Customer Reviews

This book is my first experience with one of the huge array of "Dummies" books. My expectations were low. I was pleasantly surprised that this book is exactly the kind of book I had been seeking to polish my English grammar skills. This book contains twenty chapters organized into six parts. The parts and chapters are (using a summary version for some of the lengthy titles): Part I: Grammar Basics Chapter 1: Finding the Right Verb at the Right Time Chapter 2: Pairing Subjects and Verbs

CorrectlyChapter 3: Pronoun BasicsChapter 4: Writing Complete SentencesPart II: Mastering MechanicsChapter 5: The CommaChapter 6: ApostrophesChapter 7: Quotation MarksChapter 8: Capital LettersPart III: Applying Proper Grammar in Tricky SituationsChapter 9: Choosing the Best Pronoun: Case, Number, and ClarityChapter 10: Choosing the Right Verb for Tricky SentencesChapter 11: Are You and Your Verbs in the Right Mood?Chapter 12: Writing for Electronic MediaPart IV: Describing and ComparingChapter 13: Adjectives and AdverbsChapter 14: Placing Descriptions CorrectlyChapter 15: Forming ComparisonsPart V: Improving Your Writing StyleChapter 16: Parallel WritingChapter 17: Adding Spice and Cutting Fat from Your SentencesChapter 18: Steering Clear of Tricky Word TrapsPart VI: The Part of TensChapter 19: Ten OvercorrectionsChapter 20: Ten Errors to Avoid at All CostsEach chapter contains sections, with each section describing a grammar concept.

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