

Penguin Guide To Punctuation

Can anything be described as 'very real'? There are so many obstacles on the way to writing clear, precise ('accurate'?) English ('english'?) that it is a wonder ('wander'?) anyone ('any one' or 'anyone'?) can be understood. Fortunately, all those who have ever feared being shown up by using one of the twenty worst words and phrases to be avoided at all costs, or confusing the complex with the complicated, can now relax and even enjoy a trouble-shooting guide to good writing. Trask's wonderfully readable and authoritative book adjudicates on hundreds of contentious issues from politically correct language to whether to write 'napkin' or 'serviette'.

“We think of English as a fortress to be defended, but a better analogy is to think of English as a child. We love and nurture it into being, and once it gains gross motor skills, it starts going exactly where we don't want it to go: it heads right for the goddamned electrical sockets.” With wit and irreverence, lexicographer Kory Stamper cracks open the obsessive world of dictionary writing, from the agonizing decisions about what to

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define and how to do it to the knotty questions of ever-changing word usage. Filled with fun facts—for example, the first documented usage of “OMG” was in a letter to Winston Churchill—and Stamper’s own stories from the linguistic front lines (including how she became America’s foremost “irregardless” apologist, despite loathing the word), Word by Word is an endlessly entertaining look at the wonderful complexities and eccentricities of the English language. What do suicidal pandas, doped-up rock stars, and a naked Pamela Anderson have in common? They’re all a heck of a lot more interesting than reading about predicate nominatives and hyphens. June Casagrande knows this and has invented a whole new twist on the grammar book. Grammar Snobs Are Great Big Meanies is a laugh-out-loud funny collection of anecdotes and essays on grammar and punctuation, as well as hilarious critiques of the self-appointed language experts. Chapters include: I’m Writing This While Naked—The Oh-So Steamy Predicate Nominative Semicolonoscopy—Colons, Semicolons, Dashes, and Other Probing Annoyances I’ll Take “I Feel Like a Moron” for \$200, Alex—When to Put Punctuation Inside Quotation Marks Snobbery Up with Which

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You Should Not Put Up—Prepositions Is That a Dangler in Your Memo or Are You Just Glad to See Me? Hyphens—Life-Sucking, Mom-and-Apple-Pie-Hating, Mime-Loving, Nerd-Fight-Inciting Daggers of the Damned Casagrande delivers practical and fun language lessons not found anywhere else, demystifying the subject and taking it back from the snobs. In short, it's a grammar book people will actually want to read—just for the fun of it. We all know the basics of punctuation. Or do we? A look at most neighborhood signage tells a different story. Through sloppy usage and low standards on the internet, in email, and now text messages, we have made proper punctuation an endangered species. In *Eats, Shoots & Leaves*, former editor Lynne Truss dares to say, in her delightfully urbane, witty, and very English way, that it is time to look at our commas and semicolons and see them as the wonderful and necessary things they are. This is a book for people who love punctuation and get upset when it is mishandled. From the invention of the question mark in the time of Charlemagne to George Orwell shunning the semicolon, this lively history makes a powerful case for the preservation of a system of printing conventions that is much too subtle to be

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mucked about with.

A Readable Reference Book, Illuminating Thousands of Traps That Snare Writers and Speakers

The Zero Tolerance Approach to Punctuation

The Official Style Guide Used by the Writers and Editors of the World's Most Authoritative News Organization

Accidence Will Happen: A Recovering Pedant's Guide to English Language and Style

A Brief Guide to Punctuation, with a Note on Proof-correction
Actually, the Comma Goes Here

Good Word Guide

A clear, precise, and comprehensive book that will give children the tools to build confidence in reading, writing, and comprehension through visual explanation. From when to use a preposition or pronoun to how to use a comma or colon, Visual Guide to Grammar and Punctuation covers all the most important grammar topics in DK's signature style. Each example provided is supported by a picture, making it accessible and comprehensible, and clear and simple text and repetition help to solidify knowledge and understanding. Visual Guide to Grammar and Punctuation will improve a child's confidence in using the building blocks of reading and writing, and is

a book they will refer to again and again.

PLEASE NOTE - this is a replica of the print book and you will need paper and a pencil to complete the exercises. Puzzled by past tenses? Confused by comparatives? This clearly structured and beautifully presented workbook is packed with grammar practice activities that make learning English grammar incredibly easy. The English for Everyone Grammar Guide Practice Book is an essential companion to the English for Everyone Grammar Guide, a comprehensive reference book that makes even the trickiest grammar rules clear and simple. The Practice Book mirrors the unit-by-unit structure of the Grammar Guide. Each Practice Book unit is full of carefully graded grammar exercises to drill and reinforce the grammar you have learned in the corresponding Grammar Guide unit. These exercises will help you build up your confidence and become more fluent, giving you the chance to practice using the most important English grammar constructions again and again. Ideal for students at all levels, the English for Everyone Grammar Guide Practice Book covers basic, intermediate, and advanced English grammar in one easy-to-navigate book. Like all books in the innovative English for Everyone series, it uses a visual learning method: many of the exercises are accompanied by attractive illustrations that put grammar practice points into context and give you visual cues to help you understand the exercises. Whether you want to improve your grammar for work, study, travel, or

exams, the English for Everyone Grammar Guide Practice Book offers you a simple way to learn English grammar, remember it, and use it with confidence.

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 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.

This expanded version of the popular Random House Webster's Pocket Grammar, Usage, and Punctuation offers a clear and precise guide to English. This version includes brand new sections on punctuation, writing, citations, pluralization, abbreviations, numbers, and more, plus quizzes for readers to test their progress and a glossary for easy reference of terms.

Penguin Writers' Guides: How to Punctuate

Say what You Mean!

The Mysteries of Grammar and Punctuation Revealed

A Practical Guide to Punctuation

Help Your Kids with Language Arts

Have You Eaten Grandma?

Random House Webster's Grammar, Usage, and Punctuation

A user-friendly reference guide plus workbook containing the most important rules of English grammar, punctuation, capitalization, and writing numbers that people need every day. Full of helpful, real-world examples, exercises, tests, and

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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.

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 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

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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

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Dreyer's English."—The Wall Street Journal "Destined to become a classic."—The Millions "Dreyer can help you . . . with tips on punctuation and spelling. . . . Even better: He'll entertain you while he's at it."—Newsday

The Penguin Writer's Manual is the essential companion for anyone who wants to master the art of writing good English. Whether you're composing an essay, sending a business letter or an email to a colleague, or firing off an angry letter to a newspaper, this guide will help you to brush up your communication skills and write correct and confident English. Master the essentials of the English language and write with greater confidence.

Eats, Shoots & Leaves

The Penguin Dictionary of American English Usage and Style

How to Write Effective Emails

An Utterly Correct Guide to Clarity and Style

Random House Guide to Good Writing

Usage and Abusage

The Best Punctuation Book, Period

Writing and speaking with correct grammar and style is the key to getting

ahead in business and life. For many, however, mastering the details of grammar is a slow and painful process. The Idiot's Guide®: Grammar and Style makes learning and using proper grammar clear and easy. In this book, readers get: Clear, no-nonsense explanations and examples that make learning the finer points of English grammar easy. An easy way to remember the parts of speech-including nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions, and interjections-and how to assemble them into clear clauses, phrases, sentences, and paragraphs. Help with the mechanics of writing, including proper punctuation, capitalization, and spelling. Tips on avoiding and fixing the most common errors. Plentiful in-book exercises to reinforce learning for each topic. A review of the various references and style guides available and how and when to use them. A thorough guide to writing with clarity and conciseness, which gives more impact to letters, emails, and other documents.

This dictionary of grammatical terms covers both current and traditional terminology in syntax and morphology. It includes descriptive terms, the major theoretical concepts of the most influential grammatical frameworks, and the chief terms from mathematical and computational linguistics. It contains over 1500 entries, providing definitions and examples,

pronunciations, the earliest sources of terms and suggestions for further reading, and recommendations about competing and conflicting usages. The book focuses on non-theory-bound descriptive terms, which are likely to remain current for some years. Aimed at students and teachers of linguistics, it allows a reader puzzled by a grammatical term to look it up and locate further reading with ease.

The Penguin Writers' Guides series provides authoritative, succinct and easy-to-follow guidance on specific aspects of written English. Whether you need to brush up your skills or get to grips with something for the first time, these invaluable Guides will help you find the best way to get your message across clearly and effectively. This practical one-stop guide explains all the punctuation marks you are ever likely to encounter - and gives advice for writing on computer, such as the use of italics and boldface type. From apostrophes to accents, it shows you which marks to use and where to put them in a sentence, with helpful examples of correct and incorrect use. Ideal for both quick reference and in-depth browsing, the guide provides all the tips and techniques you will need for accurate punctuation.

The premier source for journalists, now revised and updated for 2015. Does the White House tweet? Or does the White House post on Twitter? Can

"text" be a verb and also a noun? When should you link? For anyone who writes--short stories or business plans, book reports or news articles--knotty choices of spelling, grammar, punctuation and meaning lurk in every line: Lay or lie? Who or whom? That or which? Is Band-Aid still a trademark? It's enough to send you in search of a Martini. (Or is that a martini?) Now everyone can find answers to these and thousands of other questions in the handy alphabetical guide used by the writers and editors of the world's most authoritative news organization. The guidelines to hyphenation, punctuation, capitalization and spelling are crisp and compact, created for instant reference in the rush of daily deadlines. The 2015 edition is a revised and condensed version of the classic guide, updated with solutions to problems that plague writers in the Internet age:

- How to cite links and blogs
- How to handle tweets, hashtags and other social-media content
- How to use current terms like "transgender," or to choose thoughtfully between "same-sex marriage" and "gay marriage"

With wry wit, the authors have created an essential and entertaining reference tool.

The Penguin Guide to Punctuation by R. L. Trask
The Pocket Idiot's Guide to Grammar and Punctuation
Dreyer's English

A Guide to Good English

The Penguin Guide to Punctuation

Ideal for Home Learning (KS1)

The Essential Guide to Spelling, Style, Usage, Grammar, and Punctuation

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 never break the rules of language again – unintentionally.

"Say What You Mean! lays down the laws for writing simple, effective, and unambiguous sentences, the kind that deliver the facts, influence opinion, and make things work throughout the English-speaking world - and that you and every other American grown-up must know how to write if you want to be understood by others." "Since it was published in England in 2001, Say What You Mean! has become a must-read among journalists, writers, educators, and language-mavens - everyone who needs to know the difference between lesser and fewer, disinterested and uninterested, and hire, rent, and charter."--BOOK JACKET.

For anyone who wants to make fewer (not less) grammar mistakes, a lively, effective, and witty guide to all the ins and outs of the English language, reminiscent of the New York Times bestseller Eats, Shoots & Leaves. Our language is changing, literary levels are

declining, and our grasp of grammar is at a crisis point. From commas to colons, apostrophes to adverbs, there are countless ways we can make mistakes when writing or speaking. But do not despair! Great Britain's most popular grammar guru has created the ultimate modern manual for English speakers on both sides of the Atlantic. In this brilliantly funny and accessible guide to proper punctuation and so much more, Gyles Brandreth explores the linguistic horrors of our times, tells us what we've been doing wrong and shows us how, in the future, we can get it right every time. Covering everything from dangling participles to transitive verbs, from age-old conundrums like "lay" vs. "lie," to the confounding influences of social media on our everyday language, Have You Eaten Grandma? is an endlessly useful and entertaining resource for all.

This dictionary investigates the wide range of cliches throughout the history of the English language. With over 1500 sourced cliches listed, both ancient and modern, this work looks at the more informal side of the English language.

Grammatically Correct

How to Write Better English

Visual Guide to Grammar and Punctuation

A Guide to Language for Fun and Spite

A Troubleshooter's Guide to English Style and Usage

Penguin Writers' Guides: How to Write Better English A Comprehensive Guide for Every Writer, Editor, Student, and Businessperson

If English is sounding like a foreign language, make it easy and effortless with the ultimate study guide. This visual reference book takes you through all the different parts of the English language, leaving you ready to help your children tackle the trickiest of subjects. DK's unique study aid encourages parents and children to work together as a team to understand and use all aspects of the English language, including grammar, punctuation, and spelling. This latest title in the best-selling Help Your Kids series... combines pictures, diagrams, instructions, and examples to cover the components of the school syllabus, while building knowledge, boosting confidence, and aiding understanding. With your 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 their children get the most out of school. This all-in-one reference is a quick and easy way for book, magazine, online, academic, and business writers to look up sticky punctuation questions for all styles including AP (Associated Press), MLA (Modern Language Association), APA (American Psychological Association), and Chicago Manual of Style. Punctuate with Confidence—No Matter the Style Confused about punctuation? There's a reason. Everywhere you turn, publications seem to follow different rules on everything from possessive apostrophes to hyphens to serial commas. Then there are all the gray areas of punctuation—situations the rule books gloss over or never mention at all.

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At last, help has arrived. This complete reference guide from grammar columnist June Casagrande covers the basic rules of punctuation plus the finer points not addressed anywhere else, offering clear answers to perplexing questions about semicolons, quotation marks, periods, apostrophes, and more. Better yet, this is the only guide that uses handy icons to show how punctuation rules differ for book, news, academic, and science styles—so you can boldly switch between essays, online newsletters, reports, fiction, and magazine and news articles. This handbook also features rulings from an expert “Punctuation Panel” so you can see how working pros approach sticky situations. And the second half of the book features an alphabetical master list of commonly punctuated terms worth its weight in gold, combining rulings from the major style guides and showing exactly where they differ. With *The Best Punctuation Book, Period*, you’ll be able to handle any punctuation predicament in a flash—and with aplomb.

First Multiplication Level: KS1 Subject: Maths Help children learn key maths skills with the friendly students of Ladybird Class! Join Zara Penguin, Tao Meerkat, Ali Lion, Olivia Crocodile, Noah Panda and Nia Hedgehog as they have fun learning how to multiply and divide. Included in this book:

- Engaging questions, colourful illustrations and fun, motivating activities aligned with primary learning and Key Stage 1 (KS1), perfect for supporting your child’s home learning alongside school.
- All the key skills your child needs to confidently develop their multiplication and division. They will practise multiplying and dividing in 2s, 5s and 10s and use number sentences in different contexts.
- Fun extension activities, helpful parent notes and activity answers support your child’s learning and give them a sense of achievement. A perfect follow-on title to *Addition and Subtraction: A Learn with Ladybird Activity Book* 5-7 years.

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The Penguin Writers' Guides series provides authoritative, succinct and easy-to-follow guidance on specific aspects of written English. Whether you need to brush up your skills or get to grips with something for the first time, these invaluable Guides will help you find the best way to get your message across clearly and effectively. This essential guide covers the key rules - and pitfalls - of written and spoken grammar. It covers such areas as: the building blocks of language, common errors and misconceptions, choosing the right level of expression, differences between British and American English, and political correctness. It also discusses various uses of language, from creative writing, CVs and reports to verbal presentations, and business and personal letters, with many useful suggestions for accurate and fluent English.

The New York Times Manual of Style and Usage, 5th Edition

The Blue Book of Grammar and Punctuation

First Multiplication: a Learn with Ladybird Activity Book 5-7 Years

Or, the Life-Saving Importance of Correct Punctuation, Grammar, and Good English
Word by Word

A Step-by-Step Visual Guide to Grammar, Punctuation, and Writing

The Penguin Guide to Common Errors in English

Our language is changing faster than ever before, thanks to the influence of the media, e-mail, the Internet and text messaging. Modern communications are breaking down distinctions between formal and informal English, raising ever more questions as to how to speak and write correctly. This fully updated edition of the

bestselling Good Word Guide offers information and advice on spelling, grammar, punctuation, pronunciation, confusables and the latest buzzwords, and provides clear, straightforward answers to everyday language problems. With a foreword by Martin Cutts, Research Director, Plain Language Commission. 'In every sense, a good word guide' Times Educational Supplement 'This intelligent guide is an essential addition to the bookshelves of all readers and writers' Good Book Guide

The Penguin Guide to Punctuation is indispensable for anyone who needs to get to grips with using punctuation in their written work. Whether you are puzzled by colons and semicolons, unsure of where commas should go or baffled by apostrophes, this jargon-free, succinct guide is for you.

A witty, authoritative, and often provocative guide to the use and abuse of the English language, by the London Times's lead grammar columnist. Are standards of English alright—or should that be all right? To knowingly split an infinitive or not to? And what about ending a sentence with a preposition, or for that matter beginning one with "and"? We learn language by instinct, but good English, the pedants tell us, requires rules. Yet, as Oliver Kamm cleverly

demonstrates in this new book, many of the purists' prohibitions are bogus and can be cheerfully disregarded. Accidence Will Happen is an authoritative and deeply reassuring guide to grammar, style, and the linguistic conundrums we all face. This is a succinct guide to the grammatical laws and idiosyncrasms that govern the English language. It focuses on current usage.

Mind the Gaffe

Improve Your Punctuation and Grammar

An Easy-to-Use Guide with Clear Rules, Real-World Examples, and Reproducible Quizzes

First Reference for Young Writers and Readers

English for Everyone English Grammar Guide Practice Book

English language grammar exercises

Grammar and Style

A guide to English grammar and punctuation clarifies the fundamental rules of language usage and provides helpful examples of how to use them correctly.

Features more than one thousand primary entries, along with more than two thousand examples of questionable style and the misuse of language, providing valuable lessons for students, writers, and speakers.

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The Penguin Writers' Guides series provides authoritative, succinct and easy-to-follow guidance on specific aspects of written English. Whether you need to brush up your skills or get to grips with something for the first time, these invaluable Guides will help you find the best way to get your message across clearly and effectively. Many of us are spending more and more time using emails, especially at work. This practical guide steers you through all the basics and 'netiquette' of emailing strangers, business contacts and colleagues: from setting up an email account, presentation and formatting of your emails to how to avoid offensive blunders and the legal issues surrounding this kind of writing. It offers indispensable guidance for simple and direct writing - including cultural differences, appropriate language and common pitfalls - so that your emails give the best possible impression.

The Oxford Guide to English Usage is an essential theme-by-theme guide to correct written and spoken English. Its unique organization by subject gives a complete overview of English usage, providing full advice on both rules and exceptions. Now thoroughly revised to incorporate the latest spelling, pronunciation, and usage information from Oxford's most up-to-date dictionaries, the Guide illustrates points of usage with quotations from real authors, from Virginia Woolf to David Lodge.

How to Punctuate

The Penguin Dictionary of Clichés

The Penguin Dictionary of English Grammar

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A Dictionary of Grammatical Terms in Linguistics

The fast way to correct English - spelling, punctuation, grammar and usage

Mind the Stop

The Penguin Writer's Manual

Clear, concise, effective, THE RANDOM HOUSE GUIDE TO GOOD WRITING is for anyone who wishes to communicate well in writing. Mitchell Ivers shows us how to master the medium and the message with an array of features: Precise guidelines on word usage, grammar, and punctuation--and how to decide with "rules" you can discard to suit your purpose; How to choose the tone and style appropriate to your audience and subject; The essential components of plot in fiction and structure in nonfiction, and much more. An Alternate Selection of the Book-of-the-Month Club A Main Selection of the Writer's Digest Book Club

Effective and easy to follow, this step-by-step guide will dispel the mysteries of punctuation and prove an invaluable aid to writing clear English.

The bestselling workbook and grammar guide, revised and

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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 quizzes, 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 12th edition reflects the latest updates to English usage and grammar, and includes answers to all reproducible quizzes to facilitate self-assessment and learning. 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 even more 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.

Fun, funny, and factual--the most complete guide to punctuation for beginners and experts alike. Period. No one's ever said that learning punctuation is fun--until now. Actually, *The Comma Goes Here* takes a lighthearted yet highly informative approach to ensuring you never misplace a comma again. Whether it's semicolons or exclamation points, this primer has you covered with chapters that dive deep into the correct use for each and every piece of punctuation. You'll find plenty of fun (and funny) examples of proper writing while also learning how punctuation has changed throughout history. Actually, *The Comma Goes Here* includes: A complete crash course--Keep things simple with chapters that progress from the most basic punctuation (like periods) to more advanced or uncommon punctuation (like brackets). Memorable advice--Never mix your clauses up again thanks to easy-to-remember breakdowns, handy mnemonics, and entertaining sample sentences. Matters of style--Discover a quick reference chart that details the differences between

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the most common style guides, including the Chicago Manual of Style and Associated Press. Perfect your punctuation with the help of this comprehensive guidebook.

The Oxford Guide to English Usage

The Secret Life of Dictionaries

The Penguin Dictionary of English Idioms

Penguin Writers' Guides: How to Write Effective Emails

Grammar Snobs Are Great Big Meanies