

Websters New World English Grammar Handbook

Now in its second edition, this Italian-English/English-Italian dictionary has been completely revised and updated. This bilingual dictionary combines comprehensive coverage of both English and Italian with outstanding clarity, simplicity, and economy. With a new, fresh, easy-to-read design, this reference includes pronunciation guides, comprehensive verb tables, and thousands of phrases that show word use in context. Emphasis is placed on contemporary usage, from colloquial to formal, making it ideal for home, school, or office. "

A guide for developing successful speakers, this book proposes a pedagogical approach to the prepositions of the English language. Designed for all levels of students for easy comprehension and quick learning, over 2000 examples of simple and complex (phrasal) prepositions and prepositional idioms help readers understand and create the intended message. By learning how to correctly link words to their specific meanings, students will be able to build fluency and accuracy while working with creativity and autonomy. Organized by function and subject, with over 400 prepositions, including more than 100 illustrations, this book helps students identify and use context cues through a variety of examples of real-world situations. Whether you are in the English classroom or out in the professional world, *Prepositions: The Ultimate Book* is an indispensable and comprehensive reference tool for all international learners seeking to communicate more effectively and naturally in the English language.

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.

The two volumes of *Englises around the World* present high-quality original research papers written in honour of Manfred Görlach, founder and

editor of the journal *English World-Wide* and the book series *Varieties of English Around the World*. The papers thematically focus on the field that Manfred Görlach has helped to build and shape. Volume 1 contains articles on general topics and studies of what might be termed "Old" Englishes, varieties of English that have been rooted in their respective regions for a long time and have been traditional focal points of scholarly study. The first section contains eight general and comparative papers (dealing with terminological matters or definitions of core concepts, historical issues, structural comparisons across a wide range of varieties); the second one has nine papers on dialects of English as used in the British Isles (covering England, Scotland, Ulster and Ireland); and finally, there are four contributions on North American varieties of English (including Southern English, African American Vernacular English, Newfoundland Vernacular English, and American English in a historical perspective). The thematic scope comprises the levels of lexis, phonology, morphology, syntax, pragmatics, and orthography, as well as sociohistorical issues, the question of the evolution and transmission of dialects, various sources of evidence including literary dialect.

Englishes around the World

Random House Webster's Grammar, Usage, and Punctuation

The Mysteries of Grammar and Punctuation Revealed

Internet Visual Quick Tips

Webster's New World Spanish Grammar Handbook Version

Get the last word on English grammar Grasping the intricacies of the English language doesn't need to be tricky, and this down-to-earth guide breaks everything down in ways that make sense—Revealing rules, tips, and tricks to eliminate confusion and gain clarity, *English Grammar For Dummies* gives you everything you need to communicate with confidence! Good grammar lays the foundation for speaking and writing clearly. This easy-to-follow book will help you become a more articulate, effective communicator. Covering everything from the building blocks of a sentence to those pesky rules of punctuation, it offers the practical guidance you need to communicate in a way that would make any English teacher proud. Improve your speaking skills Clearly compose written communications Get the latest techniques for continuous improvement Write a winning college entrance exam or compelling business presentation Stop worrying about the grammar police and become more confident with your words!

An updated handbook for writers includes the latest information on English grammar, punctuation, capitalization, sentence structure, style, usage, letter writing, bibliographies and indexes, and proofreading, with updated guidelines on cover letters and resumes, doing research, taking notes and creating outlines, writing reports, and more. Original.

Designed for all levels of students for easy comprehension and quick learning, over 2000 examples of simple and complex (phrasal) prepositions

and prepositional idioms help readers understand and create the intended message. By learning how to correctly link words to their specific meanings, students will be able to build fluency and accuracy while working with creativity and autonomy. Organized by function and subject, with over 400 prepositions and prepositional entries—including more than 100 illustrations—this book helps students identify and use context cues through a variety of examples of real-world situations. Whether you are in the English classroom or out in the professional world, *Prepositions: The Ultimate Book* is an indispensable and comprehensive reference tool for all international learners seeking to communicate more effectively and naturally in the English language.

The largest barrier to fluency in English is the ability to understand and use idiomatic language. *Webster's New World American Idioms Handbook* walks readers through learning and using American idioms, with complete explanations for over 1,000 idioms. Emphasizing acquisition, application, and understanding, this book offers all the information readers need to know about when, where, why, and how to use them. It includes a wealth of examples to provide users with context. Thorough explanations help readers identify which idioms are appropriate for which situations. An extensive index allows easy, helpful access to individual idioms so that they can be found quickly.

Webster's New World: American Idioms Handbook

Englises Around the World: General studies, British Isles, North America

Webster's New Essential Writer's Companion

The Chicago Guide to Grammar, Usage, and Punctuation

Simplified and Applied

*A few years ago, a magazine sponsored a contest for the comment most likely to end a conversation. The winning entry? "I teach English grammar." Just throw that line out at a party; everyone around you will clam up or start saying "whom." Why does grammar make everyone so nervous? Probably because English teachers, for decades – no, for centuries – have been making a big deal out of grammar in classrooms, diagramming sentences and drilling the parts of speech, clauses, and verbals into students until they beg for mercy. Happily, you don't have to learn all those technical terms of English grammar – and you certainly don't have to diagram sentences – in order to speak and write correct English. So rest assured – *English Grammar For Dummies* will probably never make your English teacher's top-ten list of must-read books, because you won't have to diagram a single sentence. What you will discover are fun and easy strategies that can help you when you're faced with such grammatical dilemmas as the choice between "I" and "me," "had gone" and "went," and "who" and "whom." With *English Grammar For Dummies*, you won't have to memorize a long list of meaningless rules (well, maybe a couple in the punctuation chapter!), because when you understand the reason for a particular word choice, you'll pick the correct word automatically. *English Grammar For Dummies* covers many other topics as well, such as the following: Verbs, adjectives, and adverbs – oh my! Preposition propositions and pronoun pronouncements Punctuation: The lowdown on periods, commas, colons, and all those other squiggly marks Possession: It's nine-tenths of grammatical law Avoiding those double negative vibes How to spice up really boring sentences (like this one) Top Ten lists on improving your proofreading skills and ways to learn better grammar Just think*

how improving your speaking and writing skills will help you in everyday situations, such as writing a paper for school, giving a presentation to your company's big wigs, or communicating effectively with your family. You will not only gain the confidence in knowing you're speaking or writing well, but you'll also make a good impression on those around you!

Unsure about proper punctuation? When in doubt, look it up! THE PRACTICAL, ACCESSIBLE GUIDE TO CORRECT PUNCTUATION Whether you're writing a business report or a book report, creating an article for a newsletter, writing a note to your child's teacher, a personal letter, or a cover letter, using proper punctuation helps you make your points clearly and make a good impression. This user-friendly reference helps you quickly find the commonly accepted rule for any given situation, and even explains when to make exceptions to the rules. Webster's New World Punctuation: Simplified and Applied is packed with information and features, including: An overview of the importance of good punctuation Clear, concise explanations of difficult rules Easy-to-understand examples that make applying the rules a snap Cautions that alert you to common pitfalls An overview of punctuation in common writing formats, ranging from business letters to e-mails to desktop publishing Guidelines for citations in more formal writing

A comprehensive Spanish verb reference offers a review of 575 fully conjugated verbs that is complemented by more than 1,500 additional verbs, a cross-referenced format, easy-to-read charts, sample sentences, and an appendix of irregular verbs. Original.

For more than a quarter of a century, as the creator and proprietor of the National Grammar Hot Line, Michael Strumpf helped thousands of callers from every corner of the globe tackle the thorniest issues of English grammar. In The Grammar Bible, he answers the most common, the most insightful, and the funniest questions asked of him by students, editors, lawyers, doctors, and writers of all stripes. Professor Strumpf's unique question-and-answer sections follow concise but thorough explanations of the various elements of good grammar, from parts of speech to types of sentences; together, they comprise the ideal primer on speech and writing, showing readers how to express themselves more impressively. Whether you need a comprehensive review of the subjunctive mood or simply want to know which form of a verb to use, The Grammar Bible is a practical handbook that will enlighten, educate, and entertain you. The Copyeditor's Handbook

Webster's New World College Dictionary

The Only Grammar Book You'll Ever Need

English Grammar

Webster's New World Misspeller's Dictionary

"But, I don't know how to study the Bible on my own." Does this sound familiar? Perhaps you have used this excuse yourself. The Unashamed was written to counteract this mind-set. As you go through this book you will learn essential skills and methods that will enable you to accurately study Scripture on your own. Personal Bible study is one of the most important and rewarding of all of the spiritual disciplines. We are commanded to "be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth" (2 Timothy 2:15).

The fastest, easiest guide to use for checking the spelling and syllabification of words. Based on Webster's New World Dictionary, Third College Edition, this easy-to-use speller/divider is compact. It spells,

syllabifies, and accentuates the most commonly used words in a clear, convenient format. Definitions and parts of speech are included where appropriate, along with alternate spellings. For writers in every field, word processors, proofreaders, typists, and others. * Durable vinyl cover and convenient pocket format * Notes on punctuation * Identifying definitions included where needed * Parts of speech used for clarity * Includes alternate spellings

The trusted reference—now with on-the-go access Whether you're in school or out in the work world, communicating clearly and correctly is key to your success. With easy-to-understand explanations of grammar rules and plenty of real-world examples and tips, this authoritative reference is just what you need to speak and write with confidence and ease. Now more accessible than ever, this edition has been updated to include: A new chapter on punctuation, including common punctuation mistakes Expanded coverage of commonly misspelled words and variances in spelling More intuitive organization, making it easier to navigate Visual elements that enhance your understanding of specific grammar problems Free online access to portions of the book for an on-the-go reference to commonly misspelled words; common punctuation errors; variances in spelling among the U.S., the U.K., and Canada; and frequently misused words and expressions Lucid, comprehensive, and easy-to-use, this is your go-to guide to get ahead.

Webster's New World English Grammar Handbook Wiley

The Grammar Bible

Thinking English Grammar

Webster's New World Guide to Current American Usage

Webster's New World: Spanish Grammar Handbook

Webster's New World Italian Dictionary, 2nd Edition

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.

THE MOST USEFUL AND AUTHORITATIVE DICTIONARY YOU CAN OWN—OVER 163,000 ENTRIES Selected by the Associated Press, The Wall Street Journal, The New York Times, and other leading newspapers as their official dictionary of choice. Up-to-Date Entries for Today's World Nearly 7,500 new entries bring meaning and understanding to changes in lifestyles, technology, medicine, society, world politics and cultures, and more. Over 850 Illustrations, Photographs, and Maps Important people, places, objects, and concepts are clearly illustrated to help you recognize and identify them. Expanded Reference Information with a Four-Color World Atlas Numerous tables, charts, and lists provide a handy reference to geographical and other useful data.

Special sections also include important historical documents, a guide to punctuation, and full-color maps of the world. Thousands of Geographical and Biographical Entries The people and places that shape our worldview are fully covered. Entries are part of the A-Z body of the dictionary, so they are easy to find. Many entries include maps or photographs. Helpful Notes, Examples, and Synonyms To help you choose words precisely, usage notes give important cautions and explanations. Examples put words into meaningful context. Synonym notes list related words and distinguish among their meanings. Easy to Read and Use Each page is designed so you don't have to work to find the information you want. The Definitive Guide to American English Webster's New World College Dictionary includes more unique Americanisms - more than 12,000 - than any other college dictionary. Its crisp, dynamic defining style is itself uniquely American.

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

Thinking English Grammar. To Honour Xavier Dekeyser, Professor Emeritus contains papers by 34 colleagues of professor Dekeyser on subjects that have interested him throughout his career. His research has mainly been devoted to the history of English, and it is only natural that the first and longest section should consist of 11 papers on variation in English, both diachronic and synchronic. The second, barely shorter with its 9 papers, is devoted to the description of various aspects of modern English; some of these papers shade off into theoretical linguistics. Professor Dekeyser having obtained his Ph.D. on grammaticography, there is a third section on "Grammar from the Past", with 5 papers. The final section, 9 papers on "Language Teaching and Contrast", honours the eminent teacher of literally thousands of budding anglicists.

Learning the Inductive Method of Bible Study

A One-Stop Source for Every Writing Assignment

Everything You Always Wanted to Know About Grammar But Didn't Know Whom to Ask

Simply Laptops

Webster's New World 575+ Spanish Verbs

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

The bestselling 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 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.

"15,000 common misspellings and their correct spellings" -- cover.

English Grammar: Learning at Lightning Speed By: Okon Attah, Ph.D.

English Grammar: Learning at Lightning Speed is part of a collective effort to water the flower of grammar and maintain its wholesomeness. This book is neither the ultimate nor the penultimate work on English grammar; it is intended to serve as a prolegomenon to further studies. Verbosity has been reduced here; there is focus on what is germane to understanding English grammar, so the reader can learn at lightning speed.

Studies in honour of Manfred Görlach. Volume 1: General studies, British Isles, North America

Webster's New World French Grammar and Exercises

Webster's New World Basic Dictionary of American English

Webster's New World Speller/Divider

The Blue Book of Grammar and Punctuation

PROGRESS FROM VOCABULARY TO PROFICIENCY Vocabulary words let you communicate basic ideas, but proper grammar enables you to communicate concepts, feelings, and subtle nuances much more effectively. Now mastering Spanish grammar is easier than ever. Whether you're a student, a business professional who wants to sound more professional, or a future tourist who doesn't want to sound like one, Webster's New World Spanish Grammar Handbook is an indispensable reference. It helps you hone your Spanish writing skills and sharpen your verbal expression with features such as: * Fifteen parts covering all the essential elements of Spanish grammar * A section on everyday necessities—commonly used words and expressions * Clear explanations of the rules with examples * Comprehensive verb charts illustrating the conjugations * Thematic vocabulary charts for common, everyday topics * A glossary that defines all the grammatical terms Organized so you can proceed at your own pace and review as needed, Webster's New World Spanish Grammar Handbook helps you progress from vocabulary to proficiency so you can communicate confidently in both social and business situations.

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 Chicago Manual of Style*. It registers the tectonic shifts in twenty-first-century copyediting: preparing text for digital formats, using new technologies, addressing global audiences, complying with plain language mandates, ensuring accessibility, and serving self-publishing authors and authors writing in English as a second language. The new edition also adds an extensive annotated list of editorial tools and references and includes a bit of light entertainment for language lovers, such as a brief history of punctuation marks that didn't make the grade, the strange case of *razbliuto*, and a few Easter eggs awaiting discovery by keen-eyed readers. The fourth edition features updates on the transformation of editorial roles in today's publishing environment new applications, processes, and protocols for on-screen editing major changes in editorial resources, such as online dictionaries and language corpora, new grammar and usage authorities, online editorial communities, and web-based research tools When you're ready to test your mettle, pick up *The Copyeditor's Workbook: Exercises and Tips for Honing Your Editorial Judgment*, the essential new companion to the

handbook.

The Complete Resource for Effective Communication Use words with precision. Clear, concise definitions help you say exactly what you mean. With 61,000 entries, 3,000 of them new, this dictionary covers the practical language you need every day. Based on the prestigious Webster's New World College Dictionary, this compact desk edition is up-to-date, authoritative, and easy to use. Write clearly and persuasively. Succinct explanations of grammar and punctuation help you avoid common errors. Expert advice on word usage adds polish to your writing. The clear, readable style guide, now completely rewritten, includes numerous examples of the "do's and don'ts" of effective writing. Get the information you need. Helpful tables give quick access to frequently needed facts, from capitals of the states to measurement conversions. Tables are grouped together so that information is easy to find. The dictionary you know and trust plus a complete, concise style guide and more

- * Widely used scientific, technical, professional, and business terms*
- * Frequently used foreign words and phrases*
- * Common abbreviations*
- * Guide to pronunciation*
- * Concise word origins*
- * Basic rules of grammar, punctuation, and capitalization*
- * Proper expression of numbers*
- * Spelling and hyphenation of compound words*
- * Guide to proper use of frequently misused words and phrases*
- * Handy reference tables*

The two volumes of Englishes around the World present high-quality original research papers written in honour of Manfred Görlach, founder and editor of the journal English World-Wide and the book series Varieties of English Around the World. The papers thematically focus on the field that Manfred Görlach has helped to build and shape. Volume 1 contains articles on general topics and studies of what might be termed "Old" Englishes, varieties of English that have been rooted in their respective regions for a long time and have been traditional focal points of scholarly study. The first section contains eight general and comparative papers (dealing with terminological matters or definitions of core concepts, historical issues, structural comparisons across a wide range of varieties); the second one has nine papers on dialects of English as used in the British Isles (covering England, Scotland, Ulster and Ireland); and finally, there are four contributions on North American varieties of English (including Southern English, African American Vernacular English, Newfoundland Vernacular English, and American English in a historical perspective). The thematic scope comprises the levels of lexis, phonology, morphology, syntax, pragmatics, and orthography, as well as sociohistorical issues, the question of the evolution and transmission of dialects, various sources of evidence including literary dialect.

Simply Office 2010

An Easy-to-Use Guide with Clear Rules, Real-World Examples, and Reproducible Quizzes To Honour Xavier Dekeyser, Professor Emeritus

Help Your Kids with Language Arts

Webster's New World Pocket Vocabulary

In the United States, 20 percent of the adult population is marginally literate. Of these roughly 30 million people, approximately 1.8 million are enrolled in basic skills literacy programs. Webster's New World has created a dictionary that is uniquely designed to help these beginning readers. Webster's New World Basic Dictionary of American English defines 49,000 of the most commonly used words in the American English lexicon. These are the words adult readers are most likely to encounter in newspapers and magazines, on job applications and product instructions,

on advertising billboards and their children's school progress reports. The dictionary defines these words in clear, easy-to-understand language, using only words that are themselves defined in the dictionary, but never condescending to the adult reader. Definitions are liberally supplemented with example phrases and sentences that put words in context and help new readers understand meaning and usage. Special notes on synonyms help new readers differentiate between words with similar meanings. And selected illustrations help readers identify and remember words. This quality paperback book is designed for ease of reading and use, as well as for durability. Primarily created for native English speakers, it is also a valuable reference for more advanced readers of English as a second language. From the editors of the prestigious Webster's New World College Dictionary, the Basic Dictionary of American English brings the full scholarship behind that work to this important new offering in the field of literacy.

Adult Learner Grammar Essentials teaches you to effectively correct the most common grammar errors encountered in academic and professional writing. With self-study quizzes, plain English explanations and real-world examples, you will improve your grammar skills in just minutes a day. In addition to grammar fundamentals, learn to correct advanced grammar concerns, such as who versus whom, and whether or not to end a sentence with a preposition, including punctuation essentials. Upon completing the pre-test and post-test, and all the exercises in between, you will clearly understand how to apply good grammar usage to your everyday writing assignments.

Vocabulary demonstrates a person's ability to communicate effectively -- a sure road to success. Webster's New World Pocket Vocabulary offers readers a concise, practical tool for building vocabulary, in a durable, portable format. The succinct format lets readers proceed at their own pace, starting at levels that appeal to students and continuing through levels that appeal to business professionals. Presenting information in an approachable, reader-friendly style, Webster's New World Pocket Vocabulary selects words that readers are most likely to encounter in educational and professional reading. The book is a pleasure to use, presenting words, definitions, sample sentences and usage as well as similar and related words. It features:

- * Word lists ranging from middle-school to professional levels
- * Word lists by topic from anatomy to zoology
- * Word listings include sample sentences or quotes, similar words, related words and clear definitions

Wanting to make the most of Microsoft Office 2010? But not sure exactly what it has to offer? Then look no further as this clear, concise guide is the ideal companion for fast and efficient learning. Simply Office 2010 runs you through the main features of the Office applications with simple, step-

by-step instructions that show you how to tackle dozens of Microsoft Office tasks, whilst offering practical examples and advice. The simple, yet elegant design features a multitude of images as well as tips & tricks to make this a perfect reference for all ages and abilities. If you are new to Microsoft Office you will find the gentle approach to the software provides a non-intimidating and easy to follow resource that helps you to get to grips with the application quickly - just follow all instructions on screen at your own speed. Each application in the Office suite is covered, including: Word Excel Outlook Publisher PowerPoint Using Office Internet and graphics tools Packed with advice and screen shots, this full-colour visual tutorial is excellent value for money. Learn something new today – read it, try it and become your own expert with Simply Office 2010!

Adult Learner Grammar Essentials

Webster's New World Punctuation

The Unashamed

Webster's New World Power Vocabulary

Learning at Lightning Speed

Webster's New World English Grammar Handbook covers all the basics of standard English usage in a concise, step-by-step format including the special "General Observation" feature that provides grammar rules and tips at a glance. This comprehensive reference is the perfect desktop reference for the non-writing professionals and students alike.

Webster's New World English Grammar Handbook goes beyond the competition by providing special sections on writing, spelling, and punctuation as well as an extensive appendix on "Misused Words and Expressions." This alphabetized appendix features hundreds of examples of misused words and expressions and explains proper usage. You'll find yourself referring to this section time and again to polish your grammar.

PROGRESS FROM VOCABULARY TO PROFICIENCY Vocabulary words let you communicate basic ideas, but proper grammar enables you to communicate concepts, feelings, and subtle nuances much more effectively. Now mastering Spanish grammar is easier than ever. Whether you're a student, a business professional who wants to sound more professional, or a future tourist who doesn't want to sound like one, Webster's New World Spanish Grammar Handbook is an indispensable reference. It helps you hone your Spanish writing skills and sharpen your verbal expression with features such as: * Fifteen parts covering all the essential elements of Spanish grammar * A section on everyday necessities—commonly used words and expressions * Clear explanations of the rules with examples * Comprehensive verb charts illustrating the conjugations * Thematic vocabulary charts for common, everyday topics * A glossary that defines all the grammatical terms Organized so you can proceed at your own pace and review as needed, Webster's New World Spanish Grammar Handbook helps you progress from vocabulary to proficiency so you can communicate confidently in both social and business situations.

For 50 years, Webster's New World has set the standard for clarity, ease of use, and reliability in English-language reference. The flagship product, Webster's New World TM College Dictionary -- now available in a special 50th anniversary printing of the fourth edition -- is the reference of choice for the Associated Press, most leading U.S. newspapers, and discerning businesspeople and students everywhere. The Webster's New World brand also includes many other outstanding reference titles: -- Authoritative dictionaries, thesauri, and other desk references for home and office -- Definitive handbook and notebook references that are ideal for students and business people -- Children's dictionaries and study aids to provide fun learning at an early age -- Handy pocket reference titles for people on the go -- Concise reference titles on specific topics from medicine to crossword puzzles Designed for students in English or ESL classes as well as business people who want to improve their communications skills, this authoritative reference will help anyone speak and write more effectively. The book provides crystal-clear coverage of grammar basics -- from parts of speech and punctuation to tenses, clauses, and usage. But unlike other grammar guides, it also provides hundreds of examples that show how to apply grammatical rules in real-world writing situations. With its Webster's New World name, peerless practical guidance, and attractive price, this is sure to become the grammar guide of choice for everyone who wants to use the English language with confidence.

These unique, two-part books are equally useful as study guides or traveler's references. Available in both Spanish and French, they provide value not found in competitive study guides, which focus on only one study area. Reliable, current information Two related study guides in a single source Convenient, take-along size Readable page and text design American English spellings, idioms, and usage A vocabulary reference and a verb study guide in one handy pocket size book. The vocabulary section includes more than 6,000 contemporary words and phrases concisely translated, with numerous examples of usage. Organized into functional categories such as geography, money, and clothes, both key words and related terms are easy to find in either language. The verb section provides complete conjugation of over 200 model verbs a must for any serious student.

Prepositions: The Ultimate Book - Mastering English Prepositions - For International Students - The Key to Fluency in English Conversation

Webster's New World Compact Desk Dictionary and Style Guide English Grammar For Dummies

A Guide for Book Publishing and Corporate Communications

Provides information on grammar, punctuation, usage, and the history of the English language, and explains the origin of phrases, idioms, and slang

If you are serious about getting the most of your laptop, this clear, concise guide is the ideal companion for fast and efficient learning. We are on the move connecting wirelessly and want a computer that can keep up with the demands of an active lifestyle. With full-colour screen shots and numbered, step-by-step instructions, Simply Laptops teaches you not only all you need to know about working with a laptop, but also how to make real-world use of it with pages upon pages of examples in plain, jargon-free English.

The simple, yet elegant design features a multitude of images as well as tips & tricks to make this a perfect reference for all ages - just follow the instructions on your own laptop. Windows 7 will be covered as well as topics such as: battery life connecting with mobile devices such as cameras, cell phones, and extra monitors wireless connections away from home security must haves for safe online experiences. Packed with advice and illustrations, this visual tutorial is excellent value for money. Learn something new today - read it, try it and become your own expert with Simply Laptops!

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 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.

Webster's New World English Grammar Handbook

Prepositions: The Ultimate Book - Mastering English Prepositions

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