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**The Grammatically Correct Handbook** *Grammatically Correct The Only Grammar Book You'll Ever Need* McGraw-Hill Handbook of English Grammar and Usage, 2nd Edition Signs **The Blue Book of Grammar and Punctuation** *The Only Grammar & Style Workbook You'll Ever Need* Grammar Girl Presents the Ultimate Writing Guide for Students **The Blue Book of Grammar and Punctuation** Bell & Cohn's Handbook of Grammar, Style, and Usage **Grammar The Grammar of Graphics** *Style & Circumstance Eats, Shoots & Leaves* **The Grammar Bible** **The Elements of Style** Plain English Handbook **The Handy English Grammar Answer Book** **Pearson Business Reference and Writer's Handbook** REA's Handbook of English Grammar, Style, and Writing Handbook of Effective Writing *Handbook of Reading Interventions* Gwynne's Grammar **A Reading and Language Intervention for Children with Down Syndrome - Teacher's Handbook** **The Handbook of Good English** **Nitty-Gritty Grammar** Gwynne's Grammar *The Best Grammar Workbook Ever!* *Grammar Gremlins* **The Business Student's Handbook** **The Little Gold Grammar Book** **The Cambridge Handbook of Generative Syntax** *The Security Risk Assessment Handbook* *Author's Handbook of Styles for Life Science Journals* **Garner's Modern English Usage** **The Cambridge Handbook of Experimental Syntax** *The Readers' Advisory Handbook* **McGraw-Hill Education Handbook of English Grammar & Usage** *Garner's Modern American Usage* *Fixing English*

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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. Everyone wants to produce writing that is clear, concise, and grammatically accurate, but getting to that point is not always easy. If you've ever had difficulty finding the right phrase to complete a simple sentence or have struggled to put a complicated thought into words, *The Only Grammar and Style Workbook You'll Ever Need* is for you. In this book, grammar savant Susan Thurman guides you through the complexities of spelling, usage, and style in the English language. Her comprehensive drills show you how to: Find the right words Identify the parts of speech Recognize elements of a good sentence Avoid common grammatical and punctuation mistakes Write clearly and directly With more than 150 exercises and in-depth lessons, this workbook will quickly become your go-to resource for all your writing needs. 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. 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. Who or Whom? / Its or It's / Lie or Lay? Can't remember those grueling grammar lessons from junior high? Troubled that your professional writing lacks polish? Stop worrying! You've just picked up the painless prescription for proper English! Acclaimed grammarians Mark Lester and Larry Beason know that English teachers aren't the only ones who expect careful and correct language choices. Precision in language can be the deciding factor when it comes to getting a job or winning a promotion. *The McGraw-Hill Handbook of English Grammar and Usage* gives you bottom-line definitions, tips, and simple rules that summarize the essentials you need to know. This second edition includes a chapter dedicated to grammar and its usage in digital communication, including texting, e-mail, social media, and new technology, so you can communicate correctly in any format. Whether your skills need drastic improvement or a quick brush-up, *The McGraw-Hill Handbook of English Grammar and Usage* will get your grammar back on the right track with: Straightforward explanations of common mistakes and why they happen Hundreds of correct and incorrect sentence examples, with errors clearly marked Quick tips for fixing your most stubborn grammatical mishaps Catchy memory aids for writing correctly the first time Since first appearing in 1998, *Garner's Modern American Usage* has established itself as the preeminent guide to the effective use of the English language. Brimming with witty, erudite essays on troublesome words and phrases, *GMAU* authoritatively shows how to avoid the countless pitfalls that await unwary writers and speakers whether the issues relate to grammar, punctuation, word choice, or pronunciation. An exciting new feature of this third edition is *Garner's Language-Change Index*, which registers where each disputed usage in modern English falls on a five-stage continuum from nonacceptability (to the language community as a whole) to acceptability, giving the book a consistent standard throughout. *GMAU* is the first usage guide ever to incorporate such a language-change index. The judgments are based both on *Garner's* own original research in linguistic corpora and on his analysis of hundreds of earlier studies. Another first in this edition is the panel of critical readers: 120-plus commentators who have helped *Garner* reassess and update the text, so that every page has been improved. Bryan A. *Garner* is a writer, grammarian, lexicographer, teacher, and lawyer. He has written professionally about English usage for more than 28 years, and his work has achieved widespread renown. David Foster Wallace proclaimed that Bryan *Garner* is a genius and William Safire called the book excellent. In fact, due to the strength of his work on *GMAU*, *Garner* was the grammarian asked to write the grammar-and-usage chapter for the venerable *Chicago Manual of Style*. His advice on language matters is second to none. A handbook of rules for English usage and grammar. 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 mucked about with. Syndicated columnist and grammarian, Don Ferguson is an inveterate note-taker, recording mistakes in grammar or word usage and when observing an incorrect punctuation mark. It seems that people make the same mistakes over and over again. Accumulating a small mountain of short, cryptic notes, Ferguson wondered how they might be made useful, perhaps to his children in the years to come. Out of these thoughts, Ferguson's column "Grammar Gremlins" was born and now this book. Ferguson's work should not be confused with a "school lesson", nothing boring or schoolteacherish, in a nineteenth century stereotypical sense of the word. The reader will find this book interesting and charming; and consistent with our age of sound bites and demands for brevity, the segments are mercifully short but energized with useful, interesting, and thoughtful information. Ferguson's material comes from snippets of conversations overheard on the street, from correspondence that crosses his desk, from public speakers, and from brochures and pamphlets, among many other sources. It seems that no one is exempt from grammar and usage problems. Anxious about apostrophes? In a pickle over pronouns and prepositions? Fear not—Mr. Gwynne is here with his wonderfully concise and highly enjoyable handbook. Within these witty, opinionated, and astonishingly useful pages, adults and children alike will find all they need to rediscover the neglected science of writing good English. Mr. Gwynne believes that happiness depends at least partly on good grammar—and Mr. Gwynne is never wrong. Comprehensive, authoritative, and designed for practical utility, this handbook presents evidence-based approaches for helping struggling readers and those at risk for literacy difficulties or delays. Leading experts explain how current research on all aspects of literacy translates into innovative classroom practices. Chapters include clear descriptions of effective interventions for word recognition, spelling, fluency, vocabulary, comprehension, and writing, complete with concrete

examples and teaching scripts. Coverage also encompasses preschool literacy instruction and interventions for older readers, English language learners, and students with learning disabilities, as well as peer-mediated and tutoring approaches. The Business Student's Handbook integrates study skills, interpersonal skills and work skills to help students gain better marks in their study and to transfer those skills for success in the workplace. The book covers a broad range of topics including: essential skills such as essay writing, exam technique and managing one's studies, interpersonal skills such as working in teams, communicating and presenting, and work skills such as exploring problems, managing projects and improving creativity. Written for statisticians, computer scientists, geographers, research and applied scientists, and others interested in visualizing data, this book presents a unique foundation for producing almost every quantitative graphic found in scientific journals, newspapers, statistical packages, and data visualization systems. It was designed for a distributed computing environment, with special attention given to conserving computer code and system resources. While the tangible result of this work is a Java production graphics library, the text focuses on the deep structures involved in producing quantitative graphics from data. It investigates the rules that underlie pie charts, bar charts, scatterplots, function plots, maps, mosaics, and radar charts. These rules are abstracted from the work of Bertin, Cleveland, Kosslyn, MacEachren, Pinker, Tuft, Tukey, Tobler, and other theorists of quantitative graphics. The go-to guide for perfecting your grammar and communication skills in every situation English teachers aren't the only ones who expect careful and correct language choices. Precision in language can be the deciding factor when it comes to getting a job or winning a promotion. Whether your skills need drastic improvement or a quick brush-up, The McGraw-Hill Handbook of English Grammar and Usage will get your grammar back on the right track. Written by two expert grammarians, the book provides bottom-line definitions, tips, and simple rules that summarize the essentials you need to know. You'll find clear examples of usage and as well guidance on communication via text, email, and social media. The new, third edition of The McGraw-Hill Handbook of English Grammar and Usage features: •Straightforward explanations of common mistakes and why they happen•Hundreds of correct and incorrect sentence examples, with errors clearly marked•Quick tips for fixing your most stubborn grammatical mishaps•Catchy memory aids for writing correctly the first time, and more The Elements of Style William Strunk concentrated on specific questions of usage—and the cultivation of good writing—with the recommendation "Make every word tell"; hence the 17th principle of composition is the simple instruction: "Omit needless words." The book was also listed as one of the 100 best and most influential books written in English since 1923 by Time in its 2011 list. The first of its kind, this Handbook provides an in-depth overview of all current issues and trends in experimental syntax. The Best Grammar Workbook Ever! is a comprehensive instructional guide for ages 10-110. It covers grammar basics, common grammar problems, punctuation, capitalization, and word usage. In addition to a Pretest and Final Test, there are more than 100 practice exercises and tests at the end of each chapter. A complete list of answers is included in one of the appendixes. Other appendixes include commonly misspelled words, commonly mispronounced words, Greek and Latin word roots, and writing tips. The book is written in a friendly and easy-to-use tone. There are helpful hints throughout and a complete index. An easy-to-follow guide for all of your grammar needs. With clear text, appealing cartoons, and a focus on common grammatical errors and how to correct them, this little volume is a real gem that should find a permanent place with companies, universities, and anyone seeking a user-friendly guide to style and usage. The Essential Guide to Grammar is the perfect resource for everyone who wants to produce clear, concise, and grammatically excellent writing. Whether you're creating professional documents, school papers, or just personal letters, you'll find this handbook indispensable. From word choice to punctuation to organization, you're in the right hands. A clear, concise and easy to read guide to English grammar, punctuation and usage. This book includes simple explanations of grammar, punctuation and usage. Appropriate for all ages, this authoritative guide makes learning English grammar and usage simple and enjoyable. This book is fully updated to reflect the latest rules in grammar. "Crushing national Debt? Climate Change? No: the greatest danger to our way of life is the decline of grammar. Thus preaches the inimitable Mr Gwynne as he shows us the way out of this sorry state"-- 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. 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. The Security Risk Assessment Handbook: A Complete Guide for Performing Security Risk Assessments provides detailed insight into precisely how to conduct an information security risk assessment. Designed for security professionals and their customers who want a more in-depth understanding of the risk assessment process, this volume contains real-world The Reading and Language Intervention for Children with Down Syndrome (RLI) teaches language and literacy skills following evidence-based principles adapted to meet the children's specific learning needs. It is designed for pupils with Down syndrome aged 5 to 11 years. The intervention is suitable for beginning readers through to those with reading ages up to 8 years and for students with a wide range of language abilities. Teaching is adapted to meet individual needs through initial assessments of skills and regular monitoring of progress. Together with two accompanying DVDs illustrating teaching techniques and a CD of resources, the handbook offers teachers and teaching assistants the detailed guidance, assessment tools and example teaching materials needed to implement the intervention. Stressed over syntax? Unsure about noun/verb agreement? Afraid to commit a grammatical faux pas? Fear not, dear reader. You have found yourself the perfect guide to proper grammar and style. This refresher on the modern rules of writing will help you regain your masterful grip of the English language. With plenty of instruction as well as a little pomp, this book entertains as it enlightens, making your reading experience enjoyable and your knowledge sound. Whether it's for a professional document, a school paper, an Internet blog, or something more personal, effective communication depends on clear, concise and grammatically correct writing. Punctuation, spelling, and grammar rules can trip up anyone, while organisation and word choice can make writing memorable. or banal. Whether you are writing a term paper, a scientific article, a rsum, a business email, a text message, or presenting information in the social media, The Handy English Grammar Answer Book is an engaging guide to writing with clarity. Over the past 300 years, attempts have been made to prescribe how we should and should not use the English language. The efforts have been institutionalized in places such as usage guides, dictionaries, and school curricula. Such authorities have aspired to 'fix' the language, sometimes by keeping English exactly where it is, but also by trying to improve the current state of the language. Anne Curzan demonstrates the important role prescriptivism plays in the history of the English language, as a sociolinguistic factor in language change and as a vital meta-discourse about language. Starting with a pioneering new definition of prescriptivism as a linguistic phenomenon, she highlights the significant role played by Microsoft's grammar checker, debates about 'real words', non-sexist language reform, and efforts to reappropriate stigmatized terms. Essential reading for anyone interested in the regulation of language, the book is a fascinating re-examination of how we tell language history.

From Simon & Schuster, *The Handbook of Good English* is Edward D. Johnson's comprehensive, easy-to-use guide to modern grammar, punctuation, usage, and style. Now substantially revised and updated, this essential guide is arranged in an easy-to-follow, topical style that takes readers from the rules governing basic sentence structure to methods of achieving effective expression. This easy-to-use reference tool helps users quickly access the information they need to solve writing problems and improve their use of Standard English. Offering a two books-in-one approach, it includes principles for producing grammatically correct documents (business reference manual) and concrete examples of how to improve and modify writing to meet specific communications objectives (writing handbook). Its functional organization is underscored by its color-coded design, clearly distinguishing between parts, sections, headings and topics so material is quick and easy to find. This book comes with a FREE eBook access code! A humorous guide to correct grammar for those who wish to learn from funny stories, poems, and jokes rather than a textbook provides a bottom-line explanation of the linguistic complexities to help the reader remember the do's and don'ts of modern English. Original. 12,500 first printing." Covering everything from getting to know a library's materials to marketing and promoting RA, this practical handbook will help you expand services immediately without adding costs or training time. The Little Gold Grammar Book helps readers build essential grammar and writing skills and is suitable for the everyday student, test-prep candidate, or working professional in need of a refresher course. In addition to covering the basics of grammar, diction, and idioms, this book includes 30 multiple-choice problems to help integrate key concepts. Special sections include editing tips and punctuation, American English vs. British English, and traditional writing vs. digital writing. REA's Handbook of English Grammar, Style, and Writing is a must for students! The ability to write and speak correctly and effectively is a prerequisite for doing well in all subjects, including the physical and social sciences, math and the liberal arts. Writing and speaking skills become even more important when seeking a job and trying to succeed in a chosen career. This easy-to-understand, straightforward English handbook doesn't use the technical jargon usually found in English grammar books. Instead, our handbook provides hundreds of examples from which it is possible to easily see what is correct and what is incorrect in all areas of English grammar and writing. Practice exercises with answers follow each chapter. The handbook covers the following in detail: nouns, verbs, adjectives, paragraphs, composition, punctuation, spelling, and much more. Our handbook explains the basics of: \* Rules and exceptions in grammar \* Spelling and proper punctuation \* Common errors in sentence structure \* Correct usage (with 2,000 examples of correct grammar & usage) \* Effective writing skills. All the English essentials you need to know are contained in this simple and practical book. 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. Let the Author's Handbook of Styles for Life Science Journals save you time and trouble by providing a one-stop resource for all your manuscript writing requirements. No more plowing through your journal collection or wandering the library stacks to get those elusive journal pages containing instructions to authors. This unique book contains all the information you need to know: whether the journal will consider your manuscript; the journal's submission address; how to construct the abstract, illustrations, tables, and references; and specific information on copyright, multiple authorship, statistical analyses, and page charges. The Author's Handbook of Styles for Life Science Journals gives all this information for 440 of the most important English-language, life science journals. Titles were selected from the "Journal Rankings by Times Cited" list in the Science Citation Index Journal Citation Report. Because this report is heavily weighted toward the medical sciences, other life science journals are incorporated into the book based on general level of prestige and reputation. In addition, some new titles that promise to be important to their fields, like *Nature Medicine* and *Emerging Infectious Diseases* are also included. Organized by journal title, the handbook's entries are uniformly arranged to allow direct comparison between journals. Information is presented in an easy-to-use, easy-to-read format with clear and explicitly stated instructions. The Author's Handbook of Styles for Life Science Journals gives authors in the life sciences all the information necessary for the correct and complete compilation of a manuscript for submission to their journal of choice. Syntax – the study of sentence structure – has been at the centre of generative linguistics from its inception and has developed rapidly and in various directions. The Cambridge Handbook of Generative Syntax provides a historical context for what is happening in the field of generative syntax today, a survey of the various generative approaches to syntactic structure available in the literature and an overview of the state of the art in the principal modules of the theory and the interfaces with semantics, phonology, information structure and sentence processing, as well as linguistic variation and language acquisition. This indispensable resource for advanced students, professional linguists (generative and non-generative alike) and scholars in related fields of inquiry presents a comprehensive survey of the field of generative syntactic research in all its variety, written by leading experts and providing a proper sense of the range of syntactic theories calling themselves generative. The most original and authoritative voice of today's English lexicography presents a fully revised new edition of his beloved usage dictionary When Bryan Garner published the first edition of *A Dictionary of Modern American Usage* in 1999, the book quickly became one of the most influential style guides ever written for the English language. After four previous editions and over twenty years, our language has evolved in many ways, and the powerful tool of big data has revolutionized lexicography. This extensively revised new edition fully captures these changes, featuring a thousand new entries and over two hundred replacement entries, thoroughly updated usage data and ratios on word frequency based on the Google Ngram Viewer, a more balanced coverage of World Englishes, not just American and British, and the inclusion of gender-neutral language. However, one thing has not changed: in no sense is this a regular dictionary but a masterpiece of lexicography written with wit and personality by one of the preeminent authorities on the English language. To put it in David Foster Wallace's words, Garner's discussion of rhetoric and style still borders on genius. From the (lost) battle between self-deprecating and self-depreciating to the misuse of it's for its, from the variant spelling patty-cake taking over pat-a-cake in American English to the singular uses of they, Garner explains the nuances of grammar and vocabulary and the linguistic blunders to which modern writers and speakers are prone, whether in word choice, syntax, phrasing, punctuation, or pronunciation. His empirical approach liberates English from two extremes: from the purists who maintain that split infinitives and sentence-ending prepositions are malfeasances and from the linguistic relativists who believe that whatever people say or write must necessarily be accepted. The purpose of Garner's dictionary is to help writers, editors, and speakers use the language effectively. And it does so in a playful and persuasive way that will help you sound grammatical but relaxed, refined but natural, correct but unpedantic.