



REA's Handbook of English Grammar, Style, and Writing (Language Learning)

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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.

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REA's Handbook of English Grammar, Style, and Writing (Language Learning) By Editors of REA Bibliography

- Sales Rank: #1347659 in eBooks
- Published on: 2013-01-01
- Released on: 2013-01-01
- Format: Kindle eBook

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Editorial Review

From the Back Cover

REA's Handbook of English Grammar, Style, and Writing

Master the basics of English grammar with this practical English handbook.

An English handbook and tutor in one!

- The perfect tutorial for study, test preparation, and brush-up
- Clear guide to spelling, punctuation, style, and writing
- Hundreds of examples and exercises with answers
- Lessons on how to spot common errors in sentence structure
- How to plan and write the perfect paper – and much more!

A handy companion

- A portable, easy, English reference
- A practical guide for home, school, and on the job

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PREFACE

The ability to write and speak correctly and effectively is not only a necessity for courses in English, but also a prerequisite for succeeding in any school

subject, including the physical and social sciences and mathematics. Most standardized and school admission tests that students take emphasize the ability to use the English language properly. Writing and speaking skills are also important tools for getting a job and advancing in your chosen career. Employers will often make judgments about employees based on how well they are able to communicate with clients, fellow employees, and with those they supervise.

Despite the publication of hundreds of books that examine the English language, students still find English grammar and writing difficult to learn and understand. Books that are currently available are usually written by professional grammarians, whose technical insight of the subject is not shared by students. Explanations are often written from the perspective of the English professional; this can leave students confused about how rules of grammar apply in everyday situations. This confusion results from the countless rules governing proper grammar and writing, in addition to the numerous exceptions to these rules. Even when examples are provided for a topic, they often fall short in giving students a thorough grasp of the concept involved.

REA's Handbook of English does not use the abstract, technical jargon

found in so many other English grammar books. Rather, it is written in a direct and easy-to-understand manner. Hundreds of practical examples have been included to enable students to see what is correct and what is incorrect in all areas of English. Numerous exercises are included at the end of every chapter for practicing all the concepts that are discussed.

Our book begins by describing how to write a paper. Chapter One

covers the form of the paper, the purpose and point of the paper, writing an outline, selecting an introduction, writing the body of the paper, and writing the conclusion. The chapter also includes a special section on

properly using a dictionary as a reference source.

The next section is devoted to parts of speech--the "building blocks" of good English. The first portion of this section includes separate, in-depth chapters on nouns, pronouns, verbs, adjectives and adverbs, prepositions, and conjunctions. The next portion is devoted entirely to the sentence, beginning with parts of the sentence, structural problems, and errors in sentence style. It also includes a chapter on figurative language, which covers figures of speech, mood, and voice. The last portion of this section is a chapter on the paragraph, which includes choosing a topic sentence, unity of the paragraph, and finally, conveying the tone of the paragraph.

The third section concentrates on punctuation--the "mechanics" of good English. This section is divided into two parts: stops and pauses, and clarification. Stops include the period, exclamation point, and question mark; pauses include the comma, semicolon, colon, dash, and parentheses. Clarification deals with quotation marks, the apostrophe, italics, capitalization, hyphens, brackets, and numbers.

The final section covers correct spelling--the "finishing touch" of good usage. This section includes word analysis, spelling lists, spelling rules, prefixes, suffixes, and proofreading. An index is included at the back of the book as a quick and easy reference tool.

Finally, we would like to thank REA's Carl Fuchs for managing the book's development and content, as well as the organization of the subject matter, review, and design.

Larry B. Kling
Program Director

Users Review

From reader reviews:

Sean Lee:

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Eric Kyler:

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