

Penguin Guide To Punctuation

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 best-selling 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 exercises, 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 Twelfth Edition reflects the latest updates to English usage and grammar and features a two-color design and lay-flat binding for easy photocopying. 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 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.

Written in short, accessible sections, this book explains the basics of writing good English. It includes punctuation, sentence construction and spelling. You will learn how to adopt different tasks, such as writing a report, essay or short story. There are also chapters on letter writing, filling in forms and constructing job applications.

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 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 Elements of Style is a study guide for the development of writing style by William Strunk Jr., a professor of English at Cornell University. It was later finished by his student, Elwyn Brooks White. Now it is commonly known as "the study guide by Strunk and White". In short, this book is for someone who wants to become a writer. The Elements of Style is some kind of examples' collection of all kinds of styles of writing very different works. It comprises eight "elementary rules of usage", ten "elementary principles of composition", "a few matters of form", a list of 49 "words and expressions commonly misused", and a list of 57 "words often misspelled".

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 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.

Including examples of real usage, this handy volume provides clear information about grammar and punctuation that we need on a day-to-day basis in over 300 entries. Revised and updated, The Oxford A-Z of Grammar and Punctuation offers accessible and coherent explanations across a broad range of topics, and is the first port of call for any reader seeking clear, authoritative help with grammar and punctuation. Both easy to use and comprehensive, it is an essential tool for writing at home, in the office, at school, and at college.

The Penguin Guide to Punctuation Penguin UK

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.

Language columnist June Casagrande presents a fun and breezy guide to everything a grown-up interested in grammar needs to know. When it comes to grammar, it seems like everyone—even die-hard word nerds—feel they "missed something" in school. The Joy of Syntax picks up where sixth grade left off, providing a fresh foundation in English syntax served up by someone with an impressive record of making this otherwise inaccessible subject a true joy. With simple, pithy information on everything from basic parts of speech and sentence structure to usage and grammar pitfalls, this guide provides everything you need to approach grammar with confidence.

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.

A comprehensive handbook designed to enhance good writing skills furnishes examples, exercises, and guidelines on grammar, punctuation, style, and language usage for articles, memos, letters, essays, fiction, and other types of writing. Reissue.

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.

This all-new guide to English is designed to be user-friendly. Its innovative A-to-Z dictionary format lets you find the answers to your questions about grammar, punctuation, and preferred usage quickly and easily. Simply look up the problem areas as you would look up a word in the dictionary. It's just that simple and time-saving. A glossary of terms and plentiful cross-references offer even more help when you need it. Created by a leading expert in linguistics and lexicography. Covers all essential areas of grammar and style. A key word index for fast access.. Clear, plentiful examples. Up-to-date, modern, preferred academic and business usage. Portable for school, home, or office.

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.

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.

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.

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has been proofread and republished using a format that seamlessly blends the original graphical elements with text in an easy-to-read typeface. We appreciate your support of the preservation process, and thank you for being an important part of keeping this knowledge alive and relevant.

In the tradition of *WONDER* and *TO KILL A MOCKINGBIRD* this award-winning New York Times bestseller is an intensely moving, lyrically-written novel. *COUNTING BY 7S* tells the story of Willow Chance, a twelve-year-old genius who is obsessed with diagnosing medical conditions and finds comfort in counting by 7s. It has never been easy for her to connect with anyone other than her adoptive parents, but that hasn't kept her from leading a quietly happy life . . . until now. Suddenly Willow's world is tragically changed when her parents both die in a car crash, leaving her alone in a baffling world. Her journey to find a fascinatingly diverse and fully believable surrogate family is a joy and a revelation to read.

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.

A single-volume reference for professional writers provides rules for all major styles including AP, MLA, APA and Chicago Manual of Style while offering an A-to-Z section explaining commonly confused terms. Original. 10,000 first printing.

This is a succinct guide to the grammatical laws and idiosyncrasms that govern the English language. It focuses on current usage.

Master the essentials of the English language and write with greater confidence.

Adapted from the New York Times bestseller by Random House's longtime copy chief, this informative and witty guide to writing and grammar, written especially for a younger audience, entertains as well as instructs. Full of advice, insider wisdom, and fascinating facts, this book will prove to be invaluable to anyone who wants to be confident in their writing skills, or anyone who enjoys the power of language. Explored throughout are the mysteries of using punctuation, word choice decisions, and more, presented in a clear, concise and accessible manner made fun! Praise for the New York Times bestseller *DREYER'S ENGLISH: An Utterly Correct Guide to Clarity and Style* NAMED ONE OF THE BEST BOOKS OF THE YEAR BY *O: The Oprah Magazine*, *Paste*, and *Shelf Awareness* "Essential (and delightful!)" --*People* "Playful, smart, self-conscious, and personal . . . One encounters wisdom and good sense on nearly every page." --*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*

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 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.

For word nerds and grammar geeks, a witty guide to the most commonly mispronounced words, along with their correct pronunciations and pithy forays into their fascinating etymologies and histories of use and misuse. With wit and good humor, this handy little book not only saves us from sticky linguistic situations but also provides fascinating cocktail-party-ready anecdotes. Entries reveal how to pronounce boatswain like an old salt on the deck of a ship, trompe l'oeil like a bona fide art expert, and haricot vert like a foodie, while arming us with the knowledge of why certain words are correctly pronounced the "slangy" way (they came about before dictionaries), what stalks of grain have to do with pronunciation, and more. With bonus sidebars like "How to Sound like a Seasoned Traveler" and "How to Sound Cultured," readers will be able to speak about foreign foods and places, fashion, philosophy, and literature with authority.

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.

First words Level: EYFS Subject: English Help children learn key first writing 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 practising letter shapes, writing words and making up their first sentence. Included in this book: · Fun, motivating activities aligned with key pre-school learning and Early Years Foundation Stage, perfect for supporting your child's home learning in preparation for starting school. · Engaging questions and colourful illustrations make learning fun and help your child confidently develop their phonics skills by sounding out letters and tracing over the words with the special pen. Practice again and again with the wipe-clean pages and included eraser. · All the key skills children need to learn how to write words: from writing letters in alphabetical order, using capital letters for names and first sentences, to writing groups of letters that require the same hand movements (for example, curly, round letters a, c and o). · Helpful parent notes with left-handed guidance and activity answers to support learning and give your child a sense of achievement. A perfect follow-on title to the first letter-forming skills introduced in *Learn with Ladybird: Wipe-Clean Letters*.

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.

Gathers proverbs from around the world about adversity, education, fame, danger, solitude, liberty, gluttony, truth, weather, and other concepts

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 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 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*

365 questions and inspirations for the writer inside all of us. Each daily entry in this stylish journal features engaging prompts designed to help writers think about their process, observe the world around them, and focus on the act of crafting thoughtful, beautiful writing.

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.

Perfect Punctuation is an invaluable guide to mastering punctuation marks and improving your writing. Covering everything from semi-colons to inverted commas, it gives step-by-step guidance on how to use each mark and how to avoid common mistakes. With helpful examples of correct and incorrect usage and exercises that enable you to practise what you've learned, *Perfect Punctuation* has everything you need to ensure that you never make a mistake again. The *Perfect* series is a range of practical guides that give clear and straightforward advice on everything from getting your first job to choosing your baby's name. Written by experienced authors offering tried-and-tested tips, each book contains all you need to get it right first time.

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.

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'.

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