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Nota di contenuto	English Grammar Essentials For Dummies; About the Authors; Contents at a Glance; Table of Contents; Introduction; About This Book; Foolish Assumptions; Icons Used in This Book; Where to Go from Here; Chapter 1: Grappling with Grammar; Grasping Grammar: Good and Proper; Using Aussie English; Having a Quick Squiz at Aussie Words; Choosing Levels of English; Labeling Words; Chapter 2: Controlling Verbs; Verifying Verbs; Simplifying Subjects; Making Subjects and Verbs Agree; Looking like Verbs: Verbals; Chapter 3: Completing Sentences; Having Subject-Verb Pairs; Expressing Complete Thoughts Creating Completeness with Clauses Considering Fragments; Contemplating Complements; Completing Linking Verbs; Complementing the Object; Chapter 4: Peaking with Pronouns; Matching Pronouns with Nouns; Avoiding Vague Pronoun Use; Choosing Singular and Plural Pronouns; Pairing Pronouns with Collective Nouns; Selecting Pronouns as Subjects; Knowing Who or Whom; Comparing with Pronouns; Owning Possessive Pronouns; Reflecting on Reflexive Pronouns; Chapter 5: Modifying with Descriptions; Adding Meaning with Adjectives; ribing with Adjectives; Describing with Adverbs; Misplacing Descriptions Dangling a Description in Space Squinting Descriptions; Chapter 6: Punctuating for Meaning; Conquering Commas; Airing All about

Apostrophes; Simplifying Semicolons; Clarifying Colons; Dealing with Dashes; Embracing Em and En Dashes; Chapter 7: Choosing Capital Letters and Numerals; Covering the Basics of Capitalisation; Deciding When to Use Numerals; Chapter 8: Avoiding Tricky Situations; Eliminating Sexist Pronouns; Choosing Between Adjectives and Adverbs; Being Clear with Even, Almost and Only; Understanding the Connection Between Which, That and the Comma; Creating Clear Comparisons; Storytelling in Past or Present Tense Matching Up Two-Part Conjunctions; Ending the Problem with I or Me; Editing Out Empty Subjects: Its, Here and There; Ending a Sentence with a Preposition; Chapter 9: Reporting Speech and Quoting Others; Quoting Someone Else; Punctuating Block Quotations; Joining the Dots with Ellipses; Putting Brackets within Quotations; Recording Titles; Writing Conversation: Quotation Marks; Creating Scare Quotes: Aerial Quotation Marks; Chapter 10: Writing with Style; Building Better Sentences; Finding the Right Voice: Active and Passive Creating Writing That Flows: Cohesion Being Absolutely Clear: Plain English; Chapter 11: Creating More Accurate Documents; Summarising with Bullet Point Lists; Handling Addresses and Dates; Filling in the Rules for Abbreviations; Ensuring Effective Emails; Focussing on Visual Presentations; Presenting Perfect Bibliographies; Chapter 12: Ten Solutions to the Most Common Grammar Errors; Adding Apostrophes (Or Not); Reaching Agreement; Staying in the Right Tense; Splicing Sentences with a Comma; Running Sentences On; Fragmenting Sentences; Misplacing Modifiers Knowing When to Use Subject and Object Pronouns

Sommario/riassunto

The fun and easy way to learn essential grammar rules, common usage errors, and other key concepts in the English language Understanding the rules of English is key to being an effective communicator-at work, at school, or anywhere else. If you struggle with the rules-and who hasn't?-English Grammar Essentials For Dummies is the book for you. Covering just the basics you need, the book boils the rules of grammar down to the core concepts that will make you a better communicator in any and every aspect of your life. Ideal for students, job hunters, adult learners,
