



Improving Your Written English: How to Ensure Your Grammar, Punctuation and Spelling Are Up to Scratch

Marion Field

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This user-friendly book offers help to anyone who needs to brush up on his or her English. Written in short, easily understandable sections, it deals with the basics of writing good English. There are sections on punctuation, sentence construction, and spelling. All the common pitfalls are tackled, such as when to use apostrophes and how to spell those frequently misspelt words. The reader is shown how to adopt different styles needed for writing a report, essay or short story, and useful exercises and illustrations are included throughout the book.

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