

Painless Grammar Barrons Painless Series

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Painless American Government - Jeffrey Strausser 2004-02-01

With Barron's, learning about government studies becomes fun. Painless American Government covers the U.S. Constitution, branches of government, civil liberties and civil rights, and more. Short quizzes are included throughout the book so students can test their learning progress. Geared toward middle school- and high school-level learners, Painless American Government takes a lighthearted, humorous approach to learning about government and politics, and is ideal for students who find it confusing or who just need a little extra help. Ideal for students learning the basics of government, the author starts with a general description of government and a comparison of democracy as practiced by the founding fathers and how it operates in today's America. Students will also learn about elections and political parties, how public policy is created and shaped, and how they can become more involved in the process of self-government.

Visual Guide to Grammar and Punctuation - DK 2017-06-20

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.

Writing Exercises from Exercise Exchange - Charles R. Duke 1984

Reflecting current practices in the teaching of writing, the exercises in this compilation were drawn from the journal "Exercise Exchange." The articles are arranged into six sections: sources for writing; prewriting; modes for writing; writing and reading; language, mechanics, and style; and revising, responding, and evaluating. Among the topics covered in the more than 75 exercises are the following: (1) using the Tarot in the composition class; (2) writing for a real audience; (3) writing and career development; (4) teaching the thesis statement through description; (5) sense exploration and descriptive writing; (6) composition and adult students; (7) free writing; (8) in-class essays; (9) moving from prewriting into composing; (10) writing as thinking; (11) values clarification through writing; (12) persuasive writing; (13) the relationship of subject, writer, and audience; (14) business writing; (15) teaching the research paper; (16) writing in the content areas; (17) writing from literature; (18) responding to literature via inquiry; (19) precision in language usage; (20)

grammar instruction; (21) topic sentences; (22) generating paragraphs; (23) writing style; (24) peer evaluation; and (25) writing-course final examinations. (FL)

Painless Biology - Joyce Thornton Barry 2009-02-01

This book (formerly titled Painless Life Science), proves that biology can be both intriguing and enjoyable. The author helps students solve puzzles and find answers to questions as they learn to classify living things from bacteria and viruses to plants and animals. Other topics covered include cells, parts of the plant, animals in their environments, human body systems, genetics, ecology, natural selection, and general health issues.

Painless Geometry - Lynette Long 2001-07-01

Geometry becomes painless--and even fun--for middle and senior high school students who employ this title. The author introduces real-world geometry experiments to make concepts less abstract.

Painless Statistics - Patrick Honner 2022-06-07

Whether you're a student or an adult looking to refresh your knowledge, Barron's Painless Statistics provides review and practice in an easy, step-by-step format. An essential resource for: Virtual learning Homeschool Learning pods Supplementing classes/in-person learning Inside you'll find: Clear examples for all topics, including data and distributions, basic probability, confidence intervals, bivariate statistics, and much more Diagrams, charts, and instructive math illustrations Painless tips, common pitfalls, and informative sidebars Math talk boxes that translate complex "math speak" into easy-to-understand language Brain Tickler quizzes throughout each chapter to test your progress

100 Ways to Improve Your Writing (Updated) - Gary Provost 2019-05-28

The classic text on writing well, now refreshed and updated--an essential text for writers of all ages. This is the one guide that anyone who writes--whether student, businessperson, or professional writer--should keep on his or her desk. Filled with professional tips and a wealth of instructive examples, 100 Ways to Improve Your Writing can help solve any writing problem. In this compact, easy-to-use volume you'll find the eternal building blocks of good writing--from grammar and punctuation to topic sentences--as well as advice on challenges such as writer's block and creating a strong title. It is a must-have resource--perfect for reading cover to cover, or just for keeping on hand for instant reference--now updated and refreshed for the first time.

Painless Vocabulary - Michael Greenberg 2016-07-01

With Barron's, learning vocabulary becomes fun. In Painless Vocabulary, students learn the meanings of new words by seeing them used in amusing contexts, find

examples of vocabulary for modern technology, learn Greek and Latin word roots, track progress with challenging games, and more. Geared toward middle school– and high school–level learners, *Painless Vocabulary* takes a lighthearted, humorous approach to learning vocab and is ideal for students who find it confusing, or who just need a little extra help. Students can test their learning progress with quizzes and “Brain Ticklers”, plus additional games online to challenge students, including *Beat the Clock*, a line match game, and a word scramble. The authors' main goal is to clear up confusion and pique interest by emphasizing the intriguing and often exciting ways in which students can put each subject to practical use.

Italian Verbs - Vincent Luciani 2012-04-01

Verbs and verb conjugations are the basic building blocks when learning a foreign language. Light, compact, and easy to carry wherever students go, books in this series offer approximately 300 frequently-used verbs that are presented in easy-to-read verb conjugation tables. Each verb includes its English equivalent, sample sentences, and related words and expressions. These books also include general instruction in verb usage. Titles in Barron's Verbs series are shorter versions of Barron's 501 Verbs books. This smaller-format book is a handy reference source for students taking Italian, as well as for Italian language teachers, and translators.

Painless Junior: Grammar - Marciann McClarnon 2007-05-01

Teachers and students in third and fourth grades will value this instructive and entertaining journey to Grammar World, where kids have fun while they develop their facility in correct English usage. Grammar World is a make-believe amusement park where boys and girls are introduced in chapter one to the animals who teach them about different kinds of sentences: statements and questions, commands and exclamations, subjects and predicates, combining sentences, and how to avoid fragments and run-on sentences. Chapter two takes kids to Grammar World's rides, where they learn about nouns, pronouns, adjectives, and several other parts of speech. Chapter three takes them to the Water Park, where they learn how to use verbs. Chapter four is a dolphin show, and explanation of prepositions, prepositional phrases, conjunctions, and interjections. The fifth and final chapter is a fireworks display, in which kids learn punctuation, capitalization, abbreviations, and other details that will help them write clearly and correctly.

Painless Biology - Cynthia Pfirrmann 2022-06-07

Whether you're a student or an adult looking to refresh your knowledge, Barron's *Painless Biology* provides review and practice in an easy, step-by-step format. An essential resource for: Virtual Learning Homeschool Learning pods Supplementing classes/in-person learning Inside you'll find: Comprehensive coverage of biology, including, nature of science, cell anatomy, biochemistry, animals and plants, genetics, and much more Diagrams, charts, and instructive science illustrations Painless tips, common pitfalls, and informative sidebars Brain Tickler quizzes and answers throughout each chapter to test your progress

Writing for the IELTS - Lin Loughheed 2016-07-21

Discover everything you'll need to know in order to write well for the IELTS test, whether you are planning to take the Academic or the General Training version. This book will help IELTS test takers learn several essential skills, including: Task Achievement: follow a three-step model to plan, write, and revise your essays Coherence and Cohesion: practice organizing your writing and connecting ideas Lexical Resource: build your vocabulary and use it correctly Grammatical Range and Accuracy: review rules and practice applying them to your writing Each section

leads you step-by-step through the process of writing an essay in response to a particular task. Learn how to apply what you've learned, familiarize yourself with the types of questions you'll have to respond to on the test, complete your responses within the time limits, and more. An Appendix also includes a More Writing Practice section with a selection of essays written in response to IELTS writing tasks.

The Everything Store - Brad Stone 2013-10-15

The authoritative account of the rise of Amazon and its intensely driven founder, Jeff Bezos, praised by the Seattle Times as "the definitive account of how a tech icon came to life." Amazon.com started off delivering books through the mail. But its visionary founder, Jeff Bezos, wasn't content with being a bookseller. He wanted Amazon to become the everything store, offering limitless selection and seductive convenience at disruptively low prices. To do so, he developed a corporate culture of relentless ambition and secrecy that's never been cracked. Until now. Brad Stone enjoyed unprecedented access to current and former Amazon employees and Bezos family members, giving readers the first in-depth, fly-on-the-wall account of life at Amazon. Compared to tech's other elite innovators -- Jobs, Gates, Zuckerberg -- Bezos is a private man. But he stands out for his restless pursuit of new markets, leading Amazon into risky new ventures like the Kindle and cloud computing, and transforming retail in the same way Henry Ford revolutionized manufacturing. The Everything Store is the revealing, definitive biography of the company that placed one of the first and largest bets on the Internet and forever changed the way we shop and read.

Painless Grammar - Rebecca Elliott 2006-08-01

This very approachable text combines instruction in parts of speech and sentence structure with down-to-earth examples, funny illustrations, and examination of some of the more amusing and peculiar words in the English language. A chapter on clear e-mail communication and etiquette is brand new in this edition, as are many of the author's challenging “Brain Ticklers.” Her helpful chapter on how to edit a school paper has also been heavily revised and updated. Barron's popular *Painless Series* of study guides for middle school and high school students offer a lighthearted, often humorous approach to their subjects, transforming details that might once have seemed boring or difficult into a series of interesting and mentally challenging ideas. Most titles in the series feature many fun-to-solve “Brain Tickler” problems with answers at the end of each chapter.

Painless Grammar - Rebecca Elliott 2020-10-06

Whether you're a student or an adult looking to refresh your knowledge, Barron's *Painless Grammar* provides review and practice in an easy, step-by-step format. An essential resource for: Virtual Learning Homeschool Learning pods Supplementing classes/in-person learning Inside you'll find: Comprehensive coverage of English grammar, including parts of speech, punctuation, examples on constructing sentences by using grammar rules, and much more Painless tips, common pitfalls, sample sentences, instructive tables and sidebars Brain Tickler quizzes and answers throughout each chapter to test your progress

Jensen's Punctuation - Frode Jensen 2016-09-19

Jensen's Punctuation is a punctuation rule book with page after page of examples for students to work through. It has been developed with constant repetition for long-term retention and includes exercises taken from classical literature. All of the answer keys for exercises and tests are included with this one volume. Students completing this course will learn valuable skills. the five basic rules for compound sentences that solve 75-90% of your punctuation problems.how to use

the punctuation index to help you master all the punctuation rules worth knowing. the three types of key words and how they signal what type of punctuation is needed, if any. what kinds of words in what kinds of situations need capitals and how to identify them in sentences. when and when not to use a comma with modifiers occurring in various positions in a sentence. how to correctly use the semicolon in the most common situation in which it occurs.

Painless Math Word Problems - Marcie F. Abramson 2008-08-11

Discusses strategies for solving math problems involving whole numbers, fractions, decimals, ratios, proportions, percentages, statistics, probability, geometry, and algebraic equations, and offers practice problems and Internet ideas.

Painless Pre-Algebra - Amy Stahl 2021-06-01

Learning at home is now the new normal. Need a quick and painless refresher? Barron's Painless books make learning easier while you balance home and school. Teaches basic algebra, exponents and roots, equations and inequalities, and polynomials. Titles in Barron's extensive Painless Series cover a wide range of subjects, as they are taught at middle school and high school levels. Perfect for supporting Common Core Standards, these books are written for students who find the subjects somewhat confusing, or just need a little extra help. Most of these books take a lighthearted, humorous approach to their subjects, and offer fun exercises including puzzles, games, and challenging "Brain Tickler" problems to solve. Bonus Online Component: includes additional games to challenge students, including Beat the Clock, a line match game, and a word scramble.

Painless Algebra - Lynette Long 2006-08-01

For students who are intimidated by all forms of math, here is a set of easy steps that lead to an understanding of elementary algebra. The author defines all terms, points out potential pitfalls in algebraic calculation, and makes problem solving a fun activity. New in this edition are painless approaches to understanding and graphing linear equations, solving systems of linear inequalities, and graphing quadratic equations. Barron's popular Painless Series of study guides for middle school and high school students offer a lighthearted, often humorous approach to their subjects, transforming details that might once have seemed boring or difficult into a series of interesting and mentally challenging ideas. Most titles in the series feature many fun-to-solve "Brain Tickler" problems with answers at the end of each chapter.

Barron's First Grammar, Punctuation and Spelling Dictionary - Jenny Roberts 2018-03

Has all the grammar, punctuation, and spelling terms that children need to know during their first years in school. Includes a dictionary of commonly misspelled words in the back, plus Q&A flashcards, free online worksheets, and more.

Painless Junior: Math - Margery Masters 2006-10-06

Young students learn to comprehend the many uses of numbers as they engage in number games and fun-to-solve puzzles. Starting with counting, they advance to arithmetic, fractions, decimals, and the different ways of measuring. Teachers in grades 3 and 4 will appreciate the new Painless Junior Series of classroom helpers. Designed to resemble titles in Barron's Painless Series—which are used in middle school and high school classrooms—the Painless Junior books feature larger page sizes, amusing illustrations, games, puzzles, and an approach to their subjects that reflects third- and fourth-grade curricula. Their purpose is to inject an element of enjoyment into subjects that many younger students find either boring or mystifying. Kids' understanding will improve as they have fun learning.

Painless English for Speakers of Other Languages - Jeffrey Strausser 2012-08-01
Titles in Barron's extensive Painless Series cover a wide range of subjects as they are taught on middle school and high school levels. These books are written for students who find the subjects unusually difficult and confusing—or in many cases, just plain boring. Barron's Painless Series authors' main goal is to clear up students' confusion and perk up their interest by emphasizing the intriguing and often exciting ways in which they can put each subject to practical use. Most of these books take a light-hearted approach to their subjects, often employing humor, and always presenting fun-learning exercises that include puzzles, games, and challenging "Brain Tickler" problems to solve. Both ESL students and teachers of ESL courses have found this book extremely helpful, especially in the way it anticipates and answers students' most frequently asked questions about correct American English usage. This edition is better than ever.

Painless Grammar - R. Elliott 2006-06

For use in schools and libraries only. Introduces the dos and don'ts of English grammar—ranging from punctuation to spelling and sentence construction—using humorous, down-to earth examples.

Painless Research Projects - Rebecca Elliott 1998-05-05

Even very good students think that doing a research project is an excruciating task. They might know their subject well, but they find it easier to go out and dig ditches than to gather facts and organize them into a research paper or project. Rebecca Elliott, the author of Barron's just published Painless Grammar, and her husband James have written a new book to help middle school students turn research into a painless—even enjoyable—process. Their formula is pure common sense. They begin with advice on choosing a topic, then guide students through the thickets of library research, interviewing experts for information, using the Internet, making notes, writing a rough draft, and producing a finished research report. They take students step-by-step through a sample research paper and end with tips on compiling a bibliography. Also featured is an Internet address book with 56 informative websites. Their delightful, user-friendly approach demonstrates that doing a research project really isn't such a burdensome task after all!

Painless Reading Comprehension - Darolyn "Lyn" Jones 2016-05-05

Always study with the most up-to-date prep! Look for Painless Reading Comprehension, ISBN 9781506273297, on sale June 01, 2021. Publisher's Note: Products purchased from third-party sellers are not guaranteed by the publisher for quality, authenticity, or access to any online entitles included with the product.

Painless Earth Science - Edward J. Denecke 2021-06-01

Learning at home is now the new normal. Need a quick and painless refresher? Barron's Painless books make learning easier while you balance home and school. Titles in Barron's extensive Painless Series cover a wide range of subjects as they are taught on middle school and high school levels. Perfect for supporting state standards, these books are written for students who find the subjects unusually difficult and confusing—or in many cases, just plain boring, and may need a little extra help. Barron's Painless Series authors' main goal is to clear up students' confusion and perk up their interest by emphasizing the intriguing and often exciting ways in which they can put each subject to practical use. Most of these books take a light-hearted approach to their subjects, often employing humor, and always presenting fun-learning exercises that include puzzles, games, and challenging "Brain Tickler" problems to solve. This title describes the

exciting revolution in our understanding of Earth's processes and changes, focusing on movement of tectonic plates, earthquakes, volcanoes, and much more.

Painless Study Techniques - Michael Greenberg 2009-03-01

Most kids hate to study, and homework is always a chore—but this book teaches kids how to transform drudgery into interesting and productive projects. The author offers suggestions for group learning and study projects, creating a stimulating study environment, and knowing the different ways to read different kinds of books, from math to literature. He also advises on organizing ideas for writing assignments, and seeking extra help for especially difficult subjects.

Painless Spanish - Carlos B. Vega 2011

Thirteen lessons teach an important aspect of the Spanish culture and present a lesson in Spanish vocabulary and grammar.

Painless Grammar - Rebecca Elliott 2016-04-19

Combines instruction in sentence structure with examination of amusing expressions, and gives tips on email communication, editing a school paper, and more. Titles in Barron's extensive Painless Series cover a wide range of subjects, as they are taught at middle school and high school levels. Perfect for supporting Common Core Standards, these books are written for students who find the subjects somewhat confusing, or just need a little extra help. Most of these books take a lighthearted, humorous approach to their subjects, and offer fun exercises including puzzles, games, and challenging "Brain Tickler" problems to solve. Bonus Online Component: includes additional games to challenge students, including Beat the Clock, a line match game, and a word scramble.

Picture These SAT Words! - Philip Geer 2008-09-01

The expanded new edition of this SAT test preparation aid employs humor to help students strengthen their vocabulary. It uses cartoons to focus on word meanings and their usage. 300 cartoon illustrations familiarize students with words they are almost certain to encounter when they take the SAT. Each cartoon's visual pun serves as a memory aid that relates to the target word's meaning. Every word-related cartoon includes both a definition and three sample sentences to demonstrate how the word is used in standard contexts. To reinforce memory retention, a set of SAT-style sentence completion exercises follows every group of 12 cartoons.

Painless Writing - Jeffrey Strausser 2020-11-03

Whether you're a student or an adult looking to refresh your knowledge, Barron's Painless Writing provides review and practice in an easy, step-by-step format. Perfect for: Virtual Learning Homeschool Learning pods Inside you'll find: Comprehensive instruction, including information on expressing your thoughts clearly, enlivening your writing with vivid images, avoiding the dull, passive voice, and much more Painless writing techniques with sample writing passages, painless tips, common pitfalls, and instructive tables Brain Tickler quizzes and answers throughout each chapter to test your progress

Painless Pre-Algebra - Amy Stahl 2011-08-01

Titles in Barron's extensive Painless Series cover a wide range of subjects as they are taught on middle school and high school levels. These books are written for students who find the subjects unusually difficult and confusing--or in many cases, just plain boring. Barron's Painless Series authors' main goal is to clear up students' confusion and perk up their interest by emphasizing the intriguing and often exciting ways in which they can put each subject to practical use. Most of these books take a light-hearted approach to their subjects, often employing humor, and always presenting fun-learning exercises that include puzzles, games,

and challenging "Brain Tickler" problems to solve. This title teaches basic algebra, exponents and roots, equations and inequalities, and polynomials.

ATTENTION STUDENTS: You get a special FREE bonus when you purchase your copy of Barron's Painless Pre-Algebra Barron's is taking Painless to the next level: FUN! Sealed inside your copy of Painless Pre-Algebra, you'll find a code that gives you access to a FREE app. Simply key in that code on your iPhone, iTouch, iPad or Android device, and you download a fun-to-play math arcade game challenge that will reinforce your knowledge of Pre-Algebra!

Painless Calculus - Christina Pawlowski 2021-06

Whether you're a student or an adult looking to refresh your knowledge, Barron's Painless Calculus provides review and practice in an easy, step-by-step format. An essential resource for: Virtual Learning Homeschool Learning pods Supplementing classes/in-person learning Inside you'll find: Examples of all topics, including limits and continuity, derivatives, curve sketching, definite integrals, and much more Diagrams, charts, and instructive math illustrations Painless tips and common pitfalls Math talk boxes that translate complex "math speak" into easy-to-understand language Brain Tickler quizzes throughout each chapter to test your progress

1100 Words You Need to Know Flashcards - Melvin Gordon 2021-01-26

Learn the 1100 most common and useful English words anytime, anywhere with this digital format that enhances memorization! Barron's 1100 Words You Need to Know Flashcards offers more than 500 of the most useful English words and idioms Each flashcard presents: The word with phonetic pronunciation The classification of the word (verb, noun, adjective, etc.) The definition of the word A sample sentence to provide the word in context Digital flashcard features: Access anywhere: study on all devices, including mobile--available online and offline Flip functionality: a simple click flips cards from front to back Random select: review cards in a random order rather than sequentially

Painless Vocabulary - Michael Greenberg 2008-08-11

This brand-new addition to Barron's Painless series is focused to meet the needs of middle school and high school students. The author's friendly, informal narrative style takes the drudgery out of students' vocabulary building, which is a prerequisite for their academic achievement and future success in college and beyond. Each of 24 chapters introduces 15 new words, first placing the words in a brief essay that allows students to comprehend them in a given context. Brain Tickler questions that follow challenge students and help them determine whether they have gained some mastery of word usage. Sidebars appear on many pages with titles such as "Major Mistake Territory," alerting students to possible pitfalls and problems involving correct understanding of word meanings and normal usage. Each chapter concludes with an "On Your Own" section, which invites students to use the target vocabulary list within the context of their own everyday speech. Morbid. . . furtively . . . predecessor . . . infer . . . are typical examples of words students will learn to use with ease. The book's vocabulary is neither too easy nor too arcane--focusing instead on words that students should have at their command in high-school and by the time they enter college.

Love You Head to Toe - Ashley Barron 2020-03-15

An endearing read-aloud that compares babies to other newborn animals

Painless Italian - Marcel Danesi 2012-08-01

Titles in Barron's extensive Painless Series cover a wide range of subjects as they are taught on middle school and high school levels. These books are written for students who find the subjects unusually difficult and confusing--or in many

cases, just plain boring. Barron's Painless Series authors' main goal is to clear up students' confusion and perk up their interest by emphasizing the intriguing and often exciting ways in which they can put each subject to practical use. Most of these books take a light-hearted approach to their subjects, often employing humor, and always presenting fun-learning exercises that include puzzles, games, and challenging "Brain Tickler" problems to solve. This user-friendly textbook supplement demonstrates that learning a foreign language can be both easy and fun when approached in the proper spirit. Students are introduced to interesting aspects of Italian culture and coached in conversational Italian while they learn basics of grammar and vocabulary.

Painless Spelling - Mary Elizabeth 2011-08-01

Titles in Barron's extensive Painless Series cover a wide range of subjects as they are taught on middle school and high school levels. These books are written for students who find the subjects unusually difficult and confusing--or in many cases, just plain boring. Barron's Painless Series authors' main goal is to clear up students' confusion and perk up their interest by emphasizing the intriguing and often exciting ways in which they can put each subject to practical use. Most of these books take a light-hearted approach to their subjects, often employing humor, and always presenting fun-learning exercises that include puzzles, games, and challenging "Brain Tickler" problems to solve. American English sound and letter patterns, homophones, prefixes and suffixes, and more are all presented with fun-to-solve "Brain Ticklers" to self-test students' learning progress.

Barron's is taking Painless to the next level: FUN! Sealed inside your copy of Painless Spelling, you'll find a code that gives you access to Barron's spelling app. Simply key in that code on your iPhone, iTouch, iPad or Android device, and you download a fun-to-play improve-your-spelling arcade game challenge that will reinforce your skill in mastering correct spelling!

Mastering the American Accent with Online Audio - Lisa Mojsin 2016-09-15

Publisher's Note: Products purchased from Third Party sellers are not guaranteed by the publisher for quality, authenticity, or access to any online entitlements included with the product. Mastering the American Accent is an easy-to-follow

approach for reducing the accent of non-native speakers of English. Well-sequenced lessons in the book correspond over eight hours of audio files covering the entire text. The audio program provides clear models (both male and female) to help coach a standard American accent. The program is designed to help users speak Standard American English with clarity, confidence, and accuracy. The many exercises in the book concentrate on topics such as vowel sounds, problematic consonants such as V, W, TH, the American R and T and others. Correct lip and tongue positions for all sounds are discussed in detail. Beyond the production of sounds, the program provides detailed instruction in prosodic elements such as syllable stress, emphasis, intonation, linking words for smoother speech flow, common word contractions, and much more. Additional topics that often confuse ESL students are also discussed and explained. They include distinguishing between casual and formal speech, homophones (e.g., they're and there), recognizing words with silent letters (e.g., comb, receipt), and avoiding embarrassing pronunciation mistakes, such as mixing up "pull" and "pool." Students are familiarized with many irregular English spelling rules and exceptions, and are shown how such irregularities can contribute to pronunciation errors. A native language guide references problematic accent issues for 13 different language backgrounds.

The Only Grammar Book You'll Ever Need - Susan Thurman 2003-05-01

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.