

# Penguin Guide To Punctuation

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*Random House Guide to Good Writing* - Mitchell Ivers 2010-12-15

Clear, concise, effective, THE RANDOM HOUSE GUIDE TO GOOD WRITING is for anyone who wishes to communicate well in writing. Mitchell Ivers shows us how to master the medium and

the message with an array of features: Precise guidelines on word usage, grammar, and punctuation--and how to decide with "rules" you can discard to suit your purpose; How to choose the tone and style appropriate to your audience and subject; The essential components of plot in

fiction and structure in nonfiction, and much more. An Alternate Selection of the Book-of-the-Month Club A Main Selection of the Writer's Digest Book Club

**Usage and Abuse** - Eric Partridge 1964

**Penguin Writers' Guides: How to Punctuate**

- George Davidson 2005-06-30

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 practical one-stop guide explains all the punctuation marks you are ever likely to encounter - and gives advice for writing on computer, such as the use of italics and boldface type. From apostrophes to accents, it shows you which marks to use and where to put them in a sentence, with helpful examples of

correct and incorrect use. Ideal for both quick reference and in-depth browsing, the guide provides all the tips and techniques you will need for accurate punctuation.

Help Your Kids with Language Arts - DK  
2014-07-01

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.

**Mind the Stop** - Gordon Vero Carey 1977

Grammar - James R. Hurford 1994-11-03

This book is an alphabetical guide to one hundred basic grammatical terms, with explanations, examples and exercises.

*Dreyer's English* - Benjamin Dreyer 2020-08-04

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

*The Penguin Guide to Punctuation* - Robert Lawrence Trask 1997

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.

### **The Blue Book of Grammar and Punctuation**

- Lester Kaufman 2021-04-16

The bestselling 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 quizzes, 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 12th edition reflects the latest updates to English usage and grammar, and includes

answers to all reproducible quizzes to facilitate self-assessment and learning. 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 even more 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.

**Accidence Will Happen: A Recovering Pedant's Guide to English Language and Style** - Oliver Kamm 2016-07-05

A witty, authoritative, and often provocative guide to the use and abuse of the English language, by the London Times's lead grammar columnist. Are standards of English alright—or should that be all right? To knowingly split an infinitive or not to? And what about ending a

sentence with a preposition, or for that matter beginning one with "and"? We learn language by instinct, but good English, the pedants tell us, requires rules. Yet, as Oliver Kamm cleverly demonstrates in this new book, many of the purists' prohibitions are bogus and can be cheerfully disregarded. *Accidence Will Happen* is an authoritative and deeply reassuring guide to grammar, style, and the linguistic conundrums we all face.

**Penguin Writers' Guides: How to Write Effective Emails** - R. L. Trask 2005-06-30

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. Many of us are spending more and more time using emails, especially at work. This practical guide steers you through all the basics

and 'netiquette' of emailing strangers, business contacts and colleagues: from setting up an email account, presentation and formatting of your emails to how to avoid offensive blunders and the legal issues surrounding this kind of writing. It offers indispensable guidance for simple and direct writing - including cultural differences, appropriate language and common pitfalls - so that your emails give the best possible impression.

**Good Word Guide** - Martin Manser 2011-08-28

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

**Mortal Syntax** - June Casagrande 2008-03-25

The only fun, friendly, and surefire defense against the grammar snobs Having already made a name for herself with Grammar Snobs Are Great Big Meanies, now in its fifth printing, June Casagrande returns with Mortal Syntax, taking on the 101 most frequently attacked usage choices. Dedicating one short chapter to each, Casagrande brings her subject to life, teaching English usage through lively and amusing personal anecdotes. Mortal Syntax includes such chapters as: ? "I wish I was taller" ? "I am continuously watching Simpsons reruns" ? "Was it Horton that heard the Who?" Casagrande's clear and concise lessons-with entertaining titles

and themes-make a potentially prickly subject go down like a spoonful of sugar.

New Hart's Rules - Anne Waddingham 2014

'New Hart's Rules' is a brand-new text that brings the principles of the old text (first printed in 1893) into the 21st century, providing answers to questions of editorial style for a new generation of professionals.

**The Penguin Dictionary of English Grammar**

- Robert Lawrence Trask 2000

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

Grammatically Correct - Anne Stilman

2010-07-07

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 Blue Book of Grammar and Punctuation* - Jane Straus 2006

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.

[English for Everyone English Grammar Guide Practice Book](#) - DK 2019-06-11

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.

**Word by Word** - Kory Stamper 2017-03-14  
“We think of English as a fortress to be defended, but a better analogy is to think of

English as a child. We love and nurture it into being, and once it gains gross motor skills, it starts going exactly where we don’t want it to go: it heads right for the goddamned electrical sockets.” With wit and irreverence, lexicographer Kory Stamper cracks open the obsessive world of dictionary writing, from the agonizing decisions about what to define and how to do it to the knotty questions of ever-changing word usage. Filled with fun facts—for example, the first documented usage of “OMG” was in a letter to Winston Churchill—and Stamper’s own stories from the linguistic front lines (including how she became America’s foremost “irregardless” apologist, despite loathing the word), *Word by Word* is an endlessly entertaining look at the wonderful complexities and eccentricities of the English language.

**RHS How to Create a Wildlife Pond** - Kate Bradbury 2021-07-20

The best way to attract wildlife to your garden is

to build a pond. Discover how to do it, and then watch the wildlife come, month by month. If you want to do your bit to support local biodiversity, pick up a spade and start digging. By putting a pond in your back garden, you have the potential to attract and support a huge array of species. *How to Create a Pond for Wildlife* makes the process easy, with fully photographed step-by-steps showing you how to plan, dig, line, and fill a simple wildlife pond, alongside alternatives including container ponds and more formal designs. Discover the best mix of aquatic plants you'll need to keep your pond thriving, how to make sure that creatures can enter and exit the water safely, and the little extra touches that can encourage all kinds of wildlife to visit. Once your pond is ready, sit back and watch nature do its work. Follow the story of your pond from season to season as the ebook takes you through the variety of creatures that will visit your new water feature: the blackbird that bathes in the shallows; the snuffling hedgehog that has come

to quench its thirst; the bat that soars above the water at nightfall to feast on rising insects. Every garden should have a pond, and with this ebook, you'll have everything you need to create a pond that will teem with life for years to come.

**The Penguin Guide to Punctuation** - R L Trask 2019-06-13

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.

IC3 - Kadija George 2000

This collection of new writing commissioned from British writers of African descent is divided into three main sections, reflecting first, second & third generations. It focuses on four types of writing - poetry, short fiction, essays & memoirs.

**Mind the Stop** - Gordon Vero Carey 1977

## **Grammatically Correct** - Anne Stilman

1997-09-15

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 cliches, 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.

*Introducing Linguistics* - R. L. Trask 2014-06-05  
Covering thinkers from Aristotle to Saussure and Chomsky, "Introducing Linguistics" reveals the rules and beauty that underlie language, our most human skill.

## **Oxford A-Z of Grammar and Punctuation** -

John Seely 2013-08-15

This work provides the basic information about grammar and punctuation that people need on a day-to-day basis. Arranged A to Z, it contains entries for standard grammatical terms as well as dealing with specific questions of usage.

## **The Penguin Writer's Manual** - Martin

Manser 2004-08-05

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.

## Grammar Snobs Are Great Big Meanies - June

Casagrande 2006-03-28

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.

**Eats, Shoots & Leaves** - Lynne Truss  
2004-04-12

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.

*It Was the Best of Sentences, It Was the Worst of Sentences* - June Casagrande 2010-07-27

In this wickedly humorous manual, language columnist June Casagrande uses grammar and syntax to show exactly what makes some sentences great—and other sentences suck. Great writing isn't born, it's built—sentence by sentence. But too many writers—and writing guides—overlook this most important unit. The result? Manuscripts that will never be published and writing careers that will never begin. With chapters on “Conjunctions That Kill” and “Words Gone Wild,” this lighthearted guide is perfect for anyone who's dead serious about writing, from aspiring novelists to nonfiction writers, conscientious students to cheeky literati. So roll up your sleeves and prepare to craft one bold, effective sentence after another. Your readers will thank you.

**Felix Yz** - Lisa Bunker 2018-06-05

“If it wasn't for the fused-with-Zyx thing, I suppose I would just be normal—whatever that

means.” When Felix Yz was three years old, a hyperintelligent fourth-dimensional being became fused inside him after one of his father’s science experiments went terribly wrong. The creature is friendly, but Felix—now thirteen—won’t be able to grow to adulthood while they’re still melded together. So a risky Procedure is planned to separate them . . . but it may end up killing them both instead. This book is Felix’s secret blog, a chronicle of the days leading up to the Procedure. Some days it’s business as usual—time with his close-knit family, run-ins with a bully at school, anxiety about his crush. But life becomes more out of the ordinary with the arrival of an Estonian chess Grandmaster, the revelation of family secrets, and a train-hopping journey. When it all might be over in a few days, what matters most? Told in an unforgettable voice full of heart and humor, Felix Yz is a groundbreaking story about how we are all separate, but all connected too.

**The New Penguin Russian Course** - Nicholas

J. Brown 1996-12

This updated version of the Penguin Russian Course introduces the learner, through translation extracts, to the culture and life of the modern (post Glasnost) Soviet Union that was, as well as to the Russian language.

*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.

**The Best Punctuation Book, Period** - June Casagrande 2014-04-15

This all-in-one reference is a quick and easy way for book, magazine, online, academic, and business writers to look up sticky punctuation questions for all styles including AP (Associated Press), MLA (Modern Language Association), APA (American Psychological Association), and Chicago Manual of Style. Punctuate with Confidence—No Matter the Style Confused about punctuation? There's a reason.

Everywhere you turn, publications seem to follow different rules on everything from possessive apostrophes to hyphens to serial commas. Then there are all the gray areas of punctuation—situations the rule books gloss over or never mention at all. At last, help has arrived. This complete reference guide from grammar columnist June Casagrande covers the basic rules of punctuation plus the finer points

not addressed anywhere else, offering clear answers to perplexing questions about semicolons, quotation marks, periods, apostrophes, and more. Better yet, this is the only guide that uses handy icons to show how punctuation rules differ for book, news, academic, and science styles—so you can boldly switch between essays, online newsletters, reports, fiction, and magazine and news articles. This handbook also features rulings from an expert “Punctuation Panel” so you can see how working pros approach sticky situations. And the second half of the book features an alphabetical master list of commonly punctuated terms worth its weight in gold, combining rulings from the major style guides and showing exactly where they differ. With *The Best Punctuation Book, Period*, you'll be able to handle any punctuation predicament in a flash—and with aplomb.

**Random House Webster's Grammar, Usage, and Punctuation** - Random House 2008-07-08  
This expanded version of the popular Random

House Webster's Pocket Grammar, Usage, and Punctuation offers a clear and precise guide to English. This version includes brand new sections on punctuation, writing, citations, pluralization, abbreviations, numbers, and more, plus quizzes for readers to test their progress and a glossary for easy reference of terms.

*The New York Times Manual of Style and Usage, 5th Edition* - Allan M. Siegal 2015-09-29

The premier source for journalists, now revised and updated for 2015. Does the White House tweet? Or does the White House post on Twitter? Can "text" be a verb and also a noun? When should you link? For anyone who writes--short stories or business plans, book reports or news articles--knotty choices of spelling, grammar, punctuation and meaning lurk in every line: Lay or lie? Who or whom? That or which? Is Band-Aid still a trademark? It's enough to send you in search of a Martini. (Or is that a martini?) Now everyone can find answers to these and thousands of other questions in the

handy alphabetical guide used by the writers and editors of the world's most authoritative news organization. The guidelines to hyphenation, punctuation, capitalization and spelling are crisp and compact, created for instant reference in the rush of daily deadlines. The 2015 edition is a revised and condensed version of the classic guide, updated with solutions to problems that plague writers in the Internet age: · How to cite links and blogs · How to handle tweets, hashtags and other social-media content · How to use current terms like "transgender," or to choose thoughtfully between "same-sex marriage" and "gay marriage" With wry wit, the authors have created an essential and entertaining reference tool.

[Have You Eaten Grandma?](#) - Gyles Brandreth  
2019-08-13

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.

**Mind the Gaffe** - Robert Lawrence Trask 2002  
For anyone who has ever found written English a potential minefield, *Mind the Gaffe* will help you avoid the blunders and howlers which could leave your readers either bemused or rolling on the floor with laughter. In this straight-talking and highly entertaining book, Larry Trask gives forthright advice on how to write simply and effectively, highlighting pretentious words that should be avoided at all costs (synergy, interface, feedback . . .); suggesting guidelines for the use of e-mail; and adjudicating on hundreds of contentious issues, from split infinitives to whether you should write napkin or serviette.

**A Dictionary of Grammatical Terms in Linguistics** - R.L. Trask 2013-04-15

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.

**Communicating in Style** - Yateendra Joshi  
2003-01-01

If you are a researcher, an academic, a journalist, or a manager -- long on technical expertise but short on time