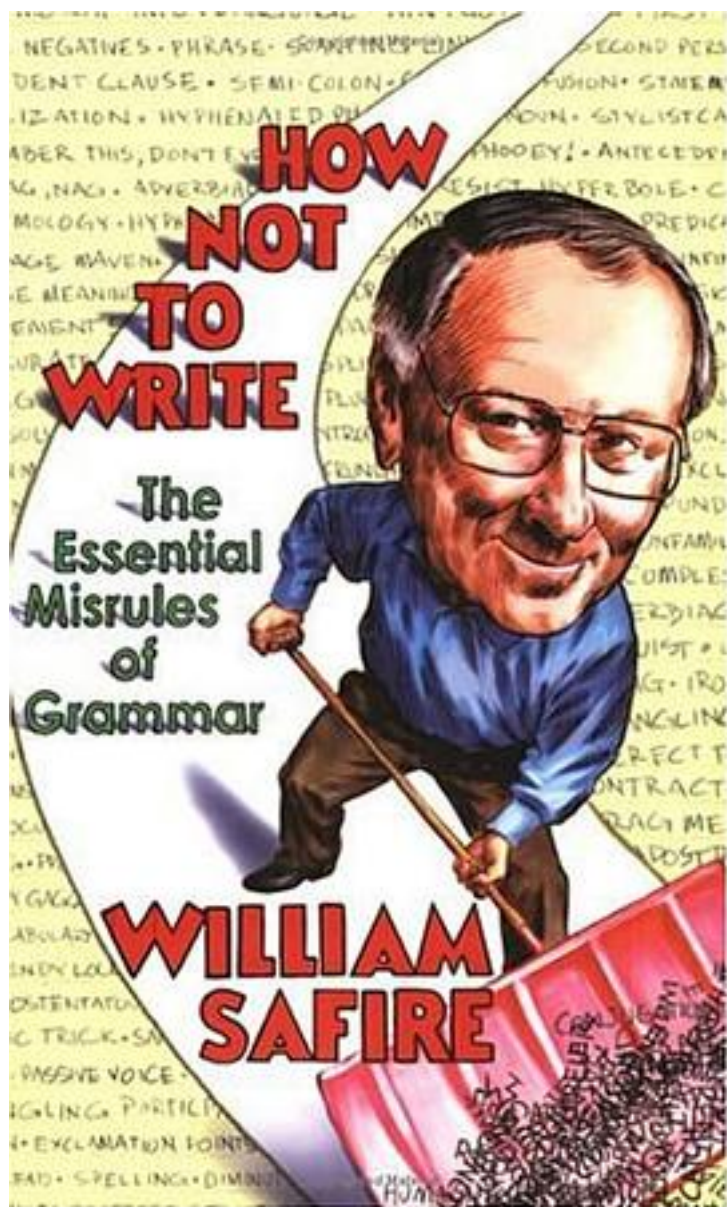


How Not to Write



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出版者:Chronicle Books Llc

出版时间:2005-8

装帧:HRD

isbn:9781594740718

In today's fast-paced workplace where e-mails fly at lightning speed precision and brevity are essential for good communication. But most of us just run spell check and hope for the best, because we've forgotten the simple grammar rules we learned in school. In How Not to Write, Terence Denman, an instructor with the U.K.-based Plain English Campaign, sets out the top 10 grammar myths and the 10 grammar rules to live and work by. Readers will learn how to: - Position prepositions With a breezy, wry, and accessible tone that never scolds but always enlightens, How Not to Write is an indispensable guide to clear, concise, and correct language in the workplace.

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