How Not to Write
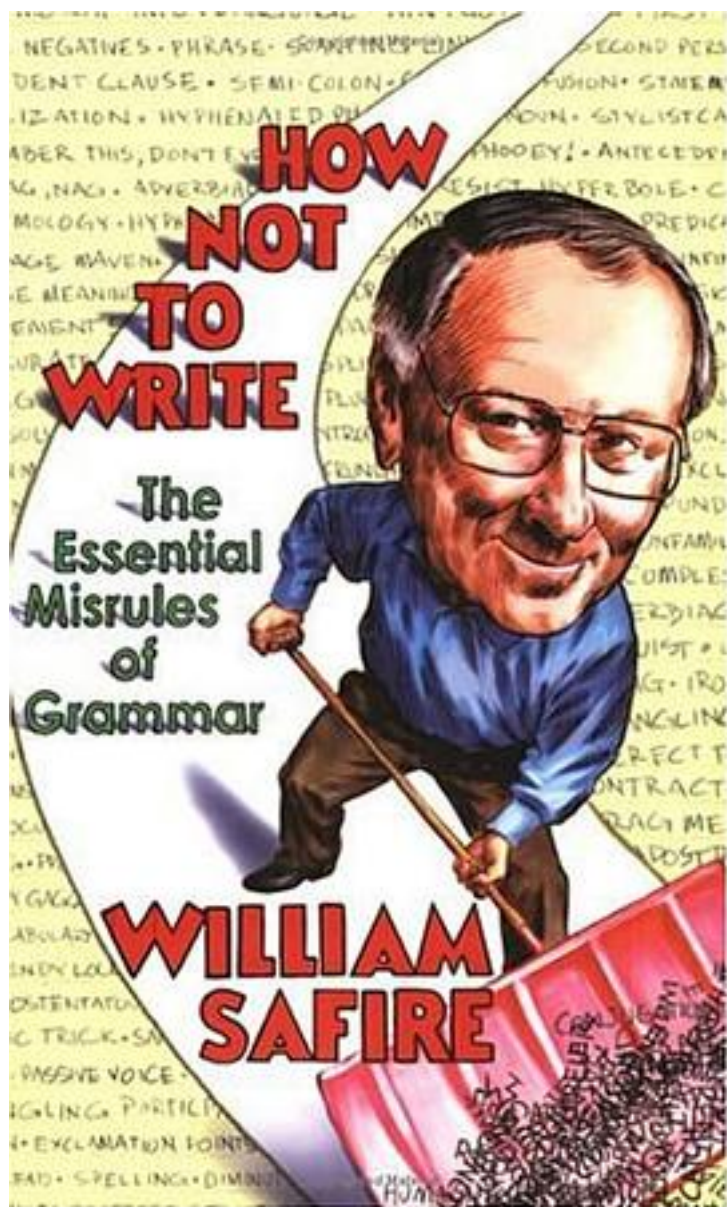

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The easy-to-understand (non-boring) grammar guide you've been waiting for. How good is your grasp of grammar? Do you write clearly and concisely - or not? Effective communication through writing - letters, emails, reports, surveys, magazines and other publications - is what many businesses depend on. But how many of us know how language works? We all tend to be a little hazy when it comes to the principles of grammar, a problem which the grammar-free schools of the last thirty years have contributed to. Despite our best intentions we often end up creating confusing, jumbled or even impenetrable writing. How Not to Write sets out the basics and destroys a few myths. Easy to read and fun to follow, you will quickly polish up your writing and communication skills and increase your confidence. Deals with everyday issues. Identifies and clarifies common myths and confusions. Takes a down-to earth approach to grammar. Contains absolutely no baffling terminology. Includes gobbledegook masterpieces from The Plain English Campaign's archives. Prov

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