

Grammar and Style at Your Fingertips



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出版者:Alpha Books

出版时间:2007-7

装帧:Pap

isbn:9781592576579

Knowing the rules of grammar never goes out of style.

Now readers can brush up on their writing skills with just one book. This guide covers the gamut of grammar and style topics, including nouns and pronouns; tense, mood, and voice as expressed through verbs; subject and verb agreement in complete sentences; commas, colons, and semicolons; ellipses and other marks; parenthesis and brackets; capitalization; numbers and signs; spelling; abbreviations; and much more.

—Ideal for both native speakers and those learning English as a second language

—Encyclopedic approach

—Features thumbtabs and other navigation aids

作者介绍:

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