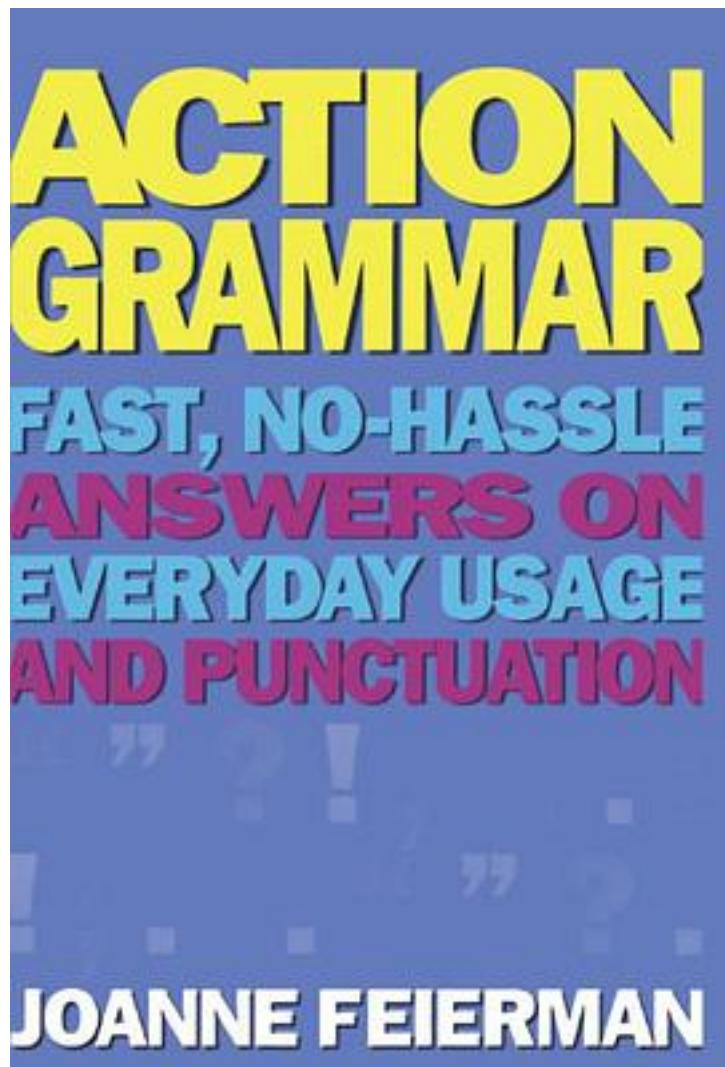


Actiongrammar



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If terms like "transitive verb," "objective case," and "dangling participle" make your eyes glaze over, this book is for you. The only grammar guide to recognize that most adults have forgotten all the rules they learned in school, "Action Grammar" focuses on what you need to know to speak and write correctly in business and in everyday life. Organized to give you fast, easy answers to the questions that come up most often, "Action Grammar" features useful exercises to help you sort out the more puzzling points of spoken and written English, as well as dozens of up-to-date examples of correct (and incorrect) usage, from where to put a comma to when to use "me" rather than "I." For everyone who wants to use the right word in the right place, punctuate properly, and spell correctly, here's a must-have reference that will do wonders for your command of the language.

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