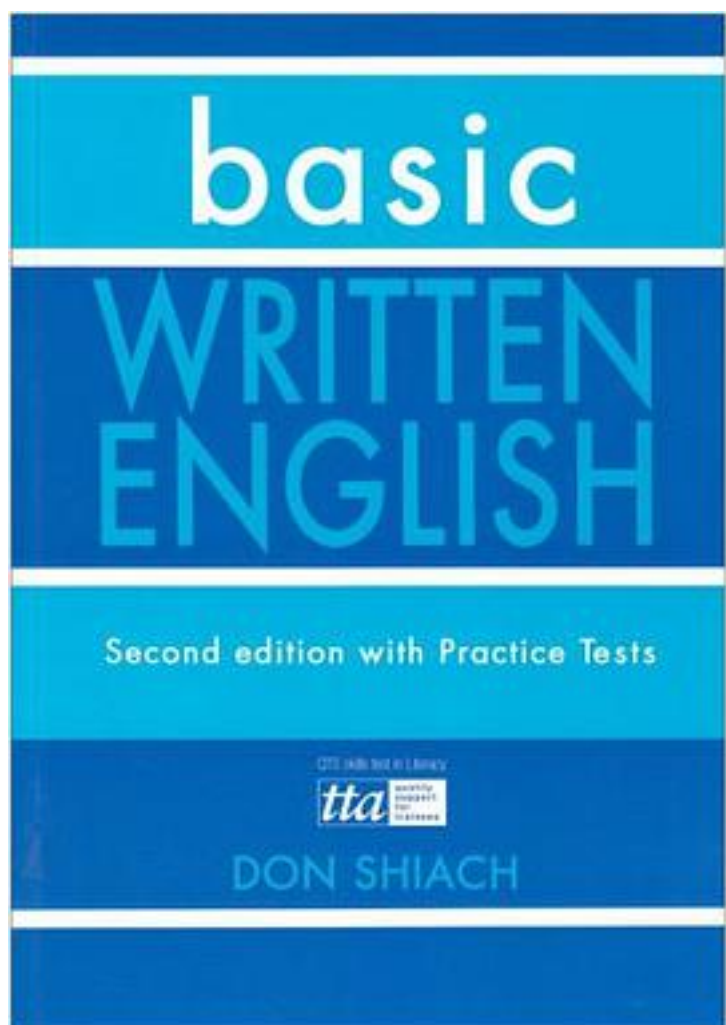


Basic Written English



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This text is an introduction to the basic rules and conventions governing the use of

written English for communication and includes examples, exercises and activities. It is designed for those re-taking examinations or hoping to improve their communication skills for qualification and employment purposes.;It starts with a self-assessment questionnaire to establish user's strengths and weaknesses and guide him/her to appropriate chapters. Subsequent chapters tackle various rules and conventions with each chapter including examples taken from everyday sources and a range of realistic checkpoint exercises and activities. A chapter of further activities gives additional opportunities for practice in specific writing tasks such as letters, CVs and reports. A checklist of the 250 most commonly misspelled words is provided, as are the answers to exercises and activities where appropriate.

作者介绍:

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