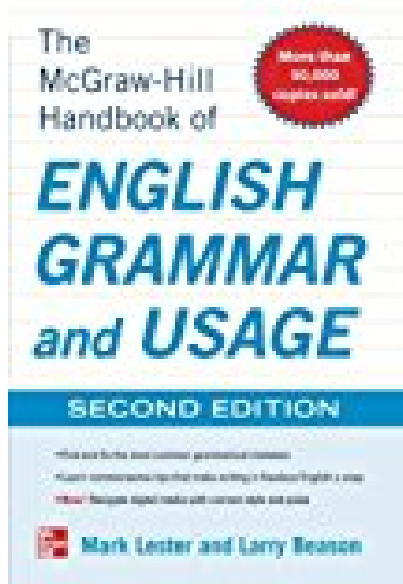


McGraw-Hill Handbook of English Grammar and Usage 2nd Edition NTC Reference



BOOK DETAILS

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BOOK SYNOPSIS

Who or Whom? / Its or It's / Lie or Lay? Can't remember those grueling grammar lessons from junior high? Troubled that your professional writing lacks polish? Stop worrying! You've just picked up the painless prescription for proper English! Acclaimed grammarians Mark Lester and Larry Beason know that English teachers aren't the only ones who expect careful and correct language choices. Precision in language can be the deciding factor when it comes to getting a job or winning a promotion. The McGraw-Hill Handbook of English Grammar and Usage gives you bottom-line definitions, tips, and simple rules that summarize the essentials you need to know. This second edition includes a chapter dedicated to grammar and its usage in digital communication, including texting, e-mail, social media, and new technology, so you can communicate correctly in any format. Whether your skills need drastic improvement or a quick brush-up, The McGraw-Hill Handbook of English Grammar and Usage will get your grammar back on the right track with: Straightforward explanations of common mistakes and why they happen Hundreds of correct and incorrect sentence examples, with errors clearly marked Quick tips for fixing your most stubborn grammatical mishaps Catchy memory aids for writing correctly the first time

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