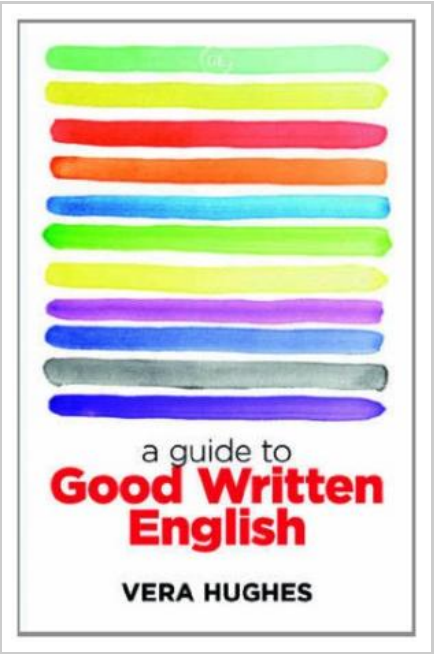

DOWNLOAD

A Guide to Good Written English

By Vera Hughes

Greenwich Exchange Ltd. Paperback. Book Condition: new. BRAND NEW, A Guide to Good Written English, Vera Hughes, If you want to be sure that your written English is correct and up-to-date, this book is for you. The author's aim is to help you remember the basic rules of spelling, grammar and punctuation. The book teaches the clear, accurate English required by the business, academic and office world, coaching in acceptable current usage and making the rules easier to remember. You can use this book in three ways: Work through it from the beginning if you want to improve your skills all round Check specific points - apostrophes or colons, for example - by referring to the relevant sections Use any of the 48 Practice sessions as revision. The extensive Exercise and Practice sections include topics such as IT, a radio script, a letter of condolence and a speech about litter in the park, as well as the normal letters, email and reports found in any business.

READ ONLINE
[2.32 MB]

Reviews

Completely essential read ebook. It is among the most awesome book i actually have read. I am very happy to explain how this is basically the greatest book i actually have read in my individual existence and might be he best pdf for possibly.

-- ***Prof. Alexandro Runolfsson***

This book is great. I could possibly comprehended everything using this published e book. I am easily could possibly get a enjoyment of reading a published pdf.

-- ***Deanna Rath I***