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## Grammar and Usage

By Good Grief Grammar

Random House USA Inc, United States, 1989. Paperback. Book Condition: New. Reprint. 174 x 106 mm. Language: English . Brand New Book. From the typing pool to top management, good grammar makes good business sense. A clear, concise writing style is the key to making your ideas stand out and keeping your career on track. Dianna Booher, president of the Houston-based Booher Writing Consultants, offers an innovative, entertaining, step-by-step approach that makes the principles of grammar pleasant to learn and easy to remember. Whether you need to brush up on the basics or fine-tune your style, the answers are at your fingertips in Good Grief, Good Grammar. It s a comprehensive guide to: -- Correct word usage -- Sentence structure -- Phrases and clauses -- Voice, verb tense, and mood -- Punctuation, spelling, and capitalization -- Common errors such as split infinitives and dangling participles, and how to avoid them. Plus a series of fun-to-take tests to gauge your language skills and your progress.

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