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Improve Your Written English: The essentials of grammar, punctuation and spelling

By Marion Field

Little, Brown Book Group. Paperback. Book Condition: new. BRAND NEW, Improve Your Written English: The essentials of grammar, punctuation and spelling, Marion Field, It will enable you to approach any written task - whether it be letters, essays, reports, job applications, filling in forms, even short stories - with confidence. Part One deals with the basic rules of grammar and punctuation, identifying the various punctuation marks and showing how each is used. It also covers parts of speech and demonstrates their uses. Part Two uses practical tasks and exercises to help you put Part One into practice. This easy-to-follow reference book is ideal for students, school-leavers, foreign students, and all employees at work - in fact for anyone who needs help in improving his or her written English.



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