



The Complete Idiot's Guide to Grammar And Style, 2nd Edition (Complete Idiot's Guides (Lifestyle Paperback))

Laurie E. Rozakis

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You're no idiot, of course. You've probably written your share of book reports,, term papers, e-mails, and thank you notes. The rules of writing can be confusing, however, and might result in final drafts riddled with gaffes, typos, and errors!

The Complete Idiot's Guide® to Grammar and Style, Second Edition, will take you step by step through the basics of spelling, punctuation, and sentence formation to help you become an effective communicator of the written word! In this revised and updated Complete Idiot's Guide®, you get:

- Explanations of writing styles including exposition, narration, argumentation, and description.
- Definitions of such writing mistakes as dangling modifiers, mixed metaphors, and split infinitives—and how to avoid them.
- Examples of model documents such as resumes, cover letters, and thank you notes.
- The differences between drafting a business letter and crafting a personal one.

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