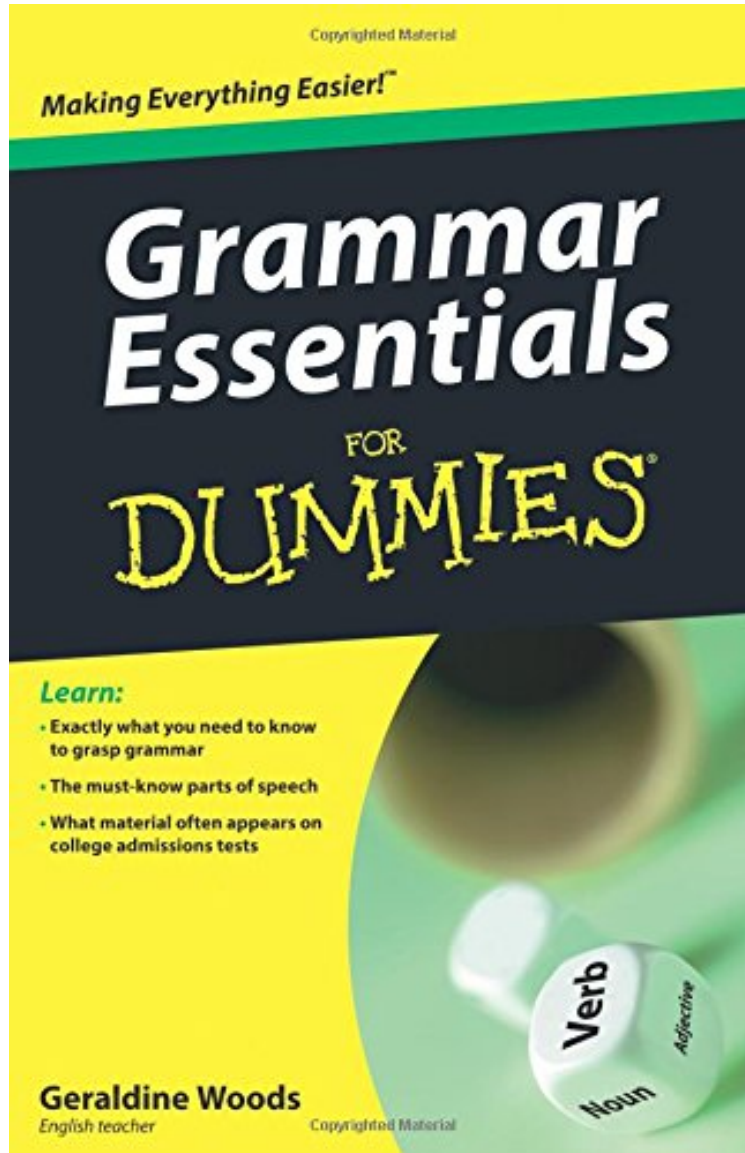


## Grammar Essentials For Dummies

Geraldine Woods

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From the Back Cover  
Your concise and fun guide to mastering good grammar  
Need to brush up on your grammar pronto? This easy-to-use guide teaches you all the tricks of the grammar trade to help you communicate accurately and effectively. From making peace between subjects and verbs to using commas and apostrophes correctly, you'll improve your writing and English skills in no time! Grasp grammar nitty-gritty understand what grammar is and how to put it to work in the real world  
Start with your subjects identify subjects, make subjects and verbs agree, and work with difficult subjects  
Prepare for pronouns pair them with nouns, choose between singular and plural pronouns, and master the use of possessive pronouns  
Construct a complete sentence steer clear of fragments and run-ons, join ideas, and watch out for danglers  
Understand adjectives and adverbs find them, place them, choose between them, and avoid common mistakes  
Improve your writing identify your audience, add meaning with strong verbs, and spice up boring sentences  
Open the book and find:  
Clear explanations of vital grammar rules  
Examples of correct and incorrect usage  
Strategies for solving grammatical dilemmas  
Punctuation principles  
The basics of capital letters  
How to choose the right words (such as whose vs. who's)  
Tips for tackling troublemakers such as double negatives and indirect objects  
Ten ways to learn better grammar  
Learn to: Exactly what you need to know to grasp grammar  
The must-know parts of speech  
What material often appears on college admissions tests  
About the Author  
Geraldine Woods has more than 35 years of teaching experience and is the author of more than 50 books, including *English Grammar Workbook For Dummies* and *Research Papers For Dummies*.