

Grammar & Usage

for Better Writing

HENRY I. CHRIST
& BY HAROLD LEVINE



NHÀ XUẤT BẢN TONG HỢP ĐÔNG NAI

Grammar & Usage

for Better Writing

Henry I. Christ & By Harold Levine

NHÀ XUẤT BẢN TỔNG HỢP ĐỒNG NAI

Contents

Introduction: How to Use This Book	vii
Part ONE Parts of Speech	
The Subject	1
The Predicate	3
Verbs	7
<i>Action and Linking Verbs</i>	10
<i>Helping Verbs and Verb Phrases</i>	13
<i>Verbs in Contractions</i>	16
Nouns	19
<i>Common and Proper Nouns</i>	22
<i>Plural Nouns</i>	24
<i>Possessive Nouns</i>	27
Compound Subjects	34
Compound Verbs	38
Nouns as Direct Objects	41
Nouns as Indirect Objects	45
Pronouns and Antecedents	48
<i>Personal Pronouns</i>	52
<i>Pronouns in Contractions</i>	55
Review of Verbs, Nouns, and Pronouns	58
Adjectives	61
<i>Predicate Adjectives and Predicate Nouns</i>	68
Adverbs	72
<i>Forming Adverbs from Adjectives</i>	79
<i>Recognizing Adverbs and Adjectives</i>	84
	86

Review of Adjectives and Adverbs	89
Prepositions	94
<i>Prepositional Phrases</i>	98
Conjunctions	102
Interjections	108
Review of Prepositions, Conjunctions, and Interjections	111
Part TWO Sentence Composition	115
Characteristics of Good Sentences	116
<i>Comparing Sentences</i>	117
<i>Writing Sentences</i>	120
<i>Revising Sentences</i>	121
Clear, Forceful Sentences	123
<i>Conciseness (Economy)</i>	123
<i>Clarity and Specificity</i>	126
<i>Varying Sentences</i>	132
<i>Unity</i>	145
Part THREE Common Usage Errors	149
Problems with Sentence Structure	150
<i>Simple Sentences</i>	150
<i>Compound Sentences</i>	151
<i>Complex Sentences</i>	152
<i>Sentence Fragments</i>	155
<i>Run-on Sentences</i>	164
Problems with Nouns	171
<i>Plurals of Nouns</i>	171
<i>Possessives of Nouns</i>	172
Problems with Verbs	175
<i>Using the Correct Tense</i>	175
<i>Principal Parts of Verbs</i>	177
<i>Agreement of Subject and Verb</i>	181
<i>Troublesome Verb Pairs</i>	185
Problems with Modifiers	189
<i>Adjectives and Adverbs Confused</i>	189
<i>Double Negatives</i>	190
<i>Other Errors</i>	191

Problems with Pronouns	193
<i>Personal Pronouns</i>	193
<i>Indefinite Pronouns</i>	196
<i>Possessive Pronouns</i>	198
Problems with Punctuation	201
<i>End Punctuation</i>	201
<i>The Comma</i>	202
<i>Quotation Marks</i>	209
<i>Punctuating Titles</i>	210
Problems with Capitalization	214
<i>In Letters</i>	214
<i>In Quotations</i>	214
<i>First Words</i>	214
<i>Proper Nouns and Proper Adjectives</i>	215
Problems with Spelling	221
<i>Frequently Misspelled Words</i>	221
<i>Words Often Confused</i>	223
<i>Seven Helpful Spelling Rules</i>	224
<i>Contractions</i>	230
Part FOUR Basic Paragraph Composition	231
The Paragraph	232
A Note About Paragraph Length	233
Unity in the Paragraph	235
The Topic Sentence	239
The Clincher Sentence	242
Developing a Paragraph with Reasons	244
<i>Arranging the Reasons</i>	245
<i>Arranging the Reasons—Another Look</i>	248
Developing a Paragraph with Examples	249
Varying Sentence Beginnings	253
Index	259



Introduction

How To Use This Book

Grammar and Usage for Better Writing is a basic workbook that can provide a foundation for further study in English grammar and usage. It will benefit students who are learning the essentials for the first time as well as those who wish to review concepts they have previously learned. The premise of this book is that understanding how language works enables us to use it more effectively. This skill can enhance our personal communications, schoolwork, and professional lives.

The workbook is organized into four major parts. The parts in turn consist of brief lessons, each with explanations, examples, and practice to ensure that students understand the concepts being introduced. The book is structured sequentially, with the most basic elements—the parts of a sentence—introduced in Part One, followed by the composition of sentences in Part Two. Part Three focuses on some common problems that people encounter when using English, and it places more emphasis on *applying* the rules. Students who are new to grammar study should begin with Part One and work through each section in order; more advanced students who already know the parts of speech may want to start with Part Two and use the first section for reference.

Once writers learn the parts of sentences and how they work together to determine the meaning and effect of a sentence, they can begin to understand what good writing is all about. Part Four is designed to help students make the transition from crafting sentences to developing good paragraphs, the foundation for most kinds of writing. It serves as an introduction to further study of rhetoric and composition.

Study the rules, review the examples, and look for more examples of good writing in books, newspapers, magazines, Web sites, and other available sources. Complete the exercises to practice what you have learned, but also remember to apply the rules whenever you speak and write. The more you use what you learn in this book, the better and more natural your use of the English language will be. In the end, you will be a stronger, more effective speaker and writer. You're on your way—good luck!

SÁCH ĐÃ XUẤT BẢN - CÁC BẠN TÌM ĐỌC



Phát hành tại Nhà sách Thành Nghĩa
và các nhà sách trên toàn quốc

Website: <http://sachthanhnghia.com>

Giá: 52.000đ