



# Webster's New World English Grammar Handbook, Second Edition

By Gordon Loberger, Kate Shoup

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Whether you are in school or out in the work world, communicating clearly and correctly is key to your success. With easy-to-understand explanations of grammar rules and plenty of real-world examples and tips, this authoritative reference is just what you need to speak with confidence and write more effectively.

Covering everything from parts of speech, sentence structure, and verb tenses to punctuation, spelling, and usage, the book provides crystal-clear guidance and how to fine-tune your writing--whether you're drafting a report, composing an e-mail, or preparing a PowerPoint presentation. A special quick reference section provides fast answers to the most frequently asked grammar questions, and an extensive appendix on "Misused Words and Phrases" shows how to avoid embarrassing usage goofs.

Lucid, comprehensive, and easy-to-use, this invaluable reference delivers the tools you need to speak clearly, write successfully, and get ahead.

### **About the Author**

GORDON LOBERGER, Ph.D., author of *A Concise Guide to Standard English Usage*, has taught English grammar at the university level for over 40 years.

KATE SHOUP is a veteran freelance writer and editor.

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