Contents

About this book	vii
Note to the second edition	ix
Note to the third edition	X
Part One Writing Correctly	1
1 Writing a Sentence	3
Producing 'correct' sentences	3
How sentences go wrong	10
Constructing 'complex' sentences	14
Summary	18
2 Punctuation	20
Full stops (and question marks)	20
Commas	23
The six uses of the comma	25
The apostrophe	29
Summary	34
3 Spelling	36
Sound-alike words	37
Avoidable errors	42
How words end Summary	46 48
Summary	40
Part Two Writing Confidently	51
4 The Well-crafted Sentence	53
Avoiding overloaded sentences	54
Standard errors, easy solutions	57
Paragraph logic	63
Summary	65
5 Polished Punctuation	67
Reinforcing the rules	68
How accurate punctuation can strengthen an essay	73
The colon and semicolon	76
Summary (Spelling and Usage	80
6 Spelling and Usage	81
Syllabilising, and pronouncing slowly Plurals	81 82
The words of your subject	83
Hyphens	84

	Frequently misspelt words The 'Top 30' usage tips	86 87
P	art Three Writing with Style	95
7	Writing an Essay	97
	Constructing an essay	98
	Constructing a paragraph	105
	Constructing a sentence	107
	Summary	109
8	Punctuation and Presentation	110
	Direct speech Presentation conventions	110 113
	Quoting from a text	116
	Summary	121
9	The Right Word	123
,	Addressing the reader	124
	Tone and vocabulary	126
	Finding a style	128
	Conclusion	135
P	art Four Writing Rules	137
10	Twenty to Remember	139
11	Spot the Mistake	145
	The census	145
	The BBC website weather forecast	146
	New product news in <i>The Times</i> A university's description of one of its courses	147 147
	A students' union drink promotion	148
	A hard spell	148
	Property details from estate agents	149
	It is not de rigueur to spell de rigueur de rigeur	150
	Election manifestoes	151
	Compliments, or should that be complements, of the season?	153
	They gave their life Does 'to progress' amount to progress?	154 155
	Madonna	156
	Say what you mean, Boris	157
	Signs of the times	157
	Renaming	158
	An 'appauling' spelling mistake	158
	'Esquivalience'	159 160
	Guidelines for aspiring writers A comedy of errors	16
11	2 A Note on Grammar	163
1 2	Grammar summary	164
	Parts of speech	168
In	ndex	16