



Writing Essentials: Exercises to Improve Spelling, Sentence Structure, Punctuation, and Writing

By Paige Wilson, Teresa Ferster Glazier

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Ideal as a classroom or self-study text, WRITING ESSENTIALS reviews basic English skills needed for proper spelling, sentence structure, punctuation, and writing. Offering brief, clear explanations, and a wealth of exercises, students can practice what they've learned, receive feedback, and apply it to their writing.

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Review

UNIT 1. WORD CHOICE AND SPELLING 1. Your Own List of Misspelled Words 2. Words Often Confused (Set 1) 3. Words Often Confused (Set 2) 4. The Eight Parts of Speech 5. Contractions 6. Possessives 7. Words that Can Be Broken into Parts 8. Rule for Doubling a Final Letter 9. Using a Dictionary UNIT 2. SENTENCE STRUCTURE 1. Finding Subjects and Verbs 2. Locating Prepositional Phrases 3. Understanding Dependent Clauses 4. Correcting Fragments 5. Correcting Run-on Sentences 6. Identifying Verb Phrases 7. Using Standard English Verbs 8. Using Regular and Irregular Verbs 9. Maintaining Subject/Verb Agreement 10. Avoiding Shifts in Time 11. Recognizing Verbal Phrases 12. Correcting Misplaced or Dangling Modifiers 13. Following Sentence Patterns 14. Avoiding Cliches, Awkward Phrasing, and Wordiness 15. Correcting for Parallel Structure 16. Using Pronouns 17. Avoiding Shifts in Person UNIT 3. PUNCTUATION AND CAPITAL LETTERS 1. Period, Question Mark, Exclamation Point, Semicolon, Colon, Dash 2. Comma Rules 1, 2, and 3 3. Comma Rules 4, 5, and 6 4. Quotation Marks and Underling/Italics 5. Capital Letters UNIT 4. WRITING 1. What is the Least You Should Know About Writing? 2. Basic Structures 3. Writing Skills

About the Author

With a gift for explaining the basics of grammar, punctuation, and writing, Paige Wilson, Associate Professor at Pasadena City College, brings the vital structures of English to life, reinforcing fundamental concepts with easy-to-follow exercises, samples, and writing assignments. Since joining Teresa Ferster Glazier as author of *THE LEAST YOU SHOULD KNOW ABOUT ENGLISH* in the 7th edition, Professor Wilson continues (in this 13th edition) to celebrate Glazier's original goal of providing students with 100% practical coverage and practice of writing skills -- from word choice to fully developed essays -- in one brief text. Through seven editions of her own, Wilson has added a fresh voice and global perspective to Glazier's vision along the way.

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