

Grammar And Proofreading Course: Ebook Edition - Pam Helling

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Positive, practical techniques for achieving a more professional writing style. Here are the "how to" keys of writing-from putting the first words on paper to the final polishing and proofreading. Readers will learn how to edit their writing for improved clarity, cut excess words, use transitional phrases, recognize and correct run-on sentences and overcome procrastination and impulsive writing. Readers will learn how to:

- Identify the key components of any well-written business document
- Cut excess words and phrases from your writing
- Use transitional words and phrases
- Avoid misplaced and dangling modifiers and split infinitives
- Use commas, semicolons, colons, dashes, and parentheses
- Use slash marks, ellipsis marks, quotation marks, italics, and brackets
- Recognize and correct run-on sentences
- Proofread your writing for clarity of meaning
- Overcome the two common writing problems that waste time and money-procrastination and impulsive writing.

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