

Alpha Teach Yourself Grammar and Style in 24 Hours



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Reviews

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(Friedrich Lynch DDS)

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Alpha, 2000. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: (NOTE: Each chapter begins with Chapter Summary and concludes with Hour's Up! and Recap.) Introduction. I. GRAPPLING WITH GRAMMAR. Hour 1. Understanding Grammar. Grammar's Six Senses. The Logic of Grammar. Nuances, Trivia, and Important Stuff. Hour 2. Mastering the Basic Parts of a Sentence. The Subject of the Subject. Subjects on the Loose. The Predicate Defined. Sentence Types. Task: Find the Flaw. Sentence Variation. Sentence Rules. II. GETTING GROUNDED IN GRAMMAR. Hour 3. Elementary Sentence Components I: Nouns. Noun Gender. Gerunds. Task: Form Fitting. Hour 4. Elementary Sentence Components II: Pronouns. Contractions. Reflexive Pronouns. Avoiding Pronoun Pitfalls. Other Agreement Rules. Noun or Pronoun Case. Last Minute Rules and Refreshers. Hour 5. Elementary Sentence Components III: Verbs. Setting the Mood. Understanding Verb Tense. Progressive Tense. Regular Verbs. Irregular Verbs. Action Verbs. Linking Verbs. Helping Verbs. Verb Voice: Active Versus Passive. To Be, To Do, and To Have Ordinary Verbs. Hour 6. Expanding Sentences with Articles, Adjectives, and Adverbs. Adjectives. Adjective Form and Functions. Adjective Endings. Adverbs. Adjective and Adverb Comparisons. Hour 7. Reaching Agreements. Avoiding Unclear Pronoun Reference. Subject and Verb Agreement. Agreement of Adverbs. Q&A. Hour 8. Other Considerations. Infinitives. Contractions. Conjunctions. Faulty Parallelism. Participles. Metaphors. Simile. Idioms. Collocation. Cliches. Subjunctives. Hour 9. Phrases. Verbal Phrases. Infinitive Phrases. Phrases and Cases. Hour 10. Main and Subordinate Clauses. Subordinate Clauses. Complex Sentences. Compound-Complex Sentences. Noun Clauses. Adjective Clauses. Q&A. Hour 11. Controlling the Comma and the Semicolon. Semicolon. Q&A. Hour 12. Other Forms of Punctuation. Question Mark. Exclamation Mark. Colon. Apostrophe. Ellipsis. Hyphen. Dash. III. GETTING YOUR STYLE. Hour 13. The Importance of Knowing the Rules. What Spell Checks Can't Tell You. Mutable Meanings. Task: Evaluate Your Audience. Nouns and Verbs. Grammatical Ambiguity. Workshop: Logic...



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