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Rainbow
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Publishing
Explains how
to use the
standard marks
of punctuation
to express
one's thoughts
precisely, in
clear and
effective
sentences.
The Elements of

Punctuation
SPECTRUM INK
Unsure about
proper
punctuation?
When in doubt,
look it up! THE
PRACTICAL,
ACCESSIBLE
GUIDE TO

**CORRECT
PUNCTUATION**

Whether you're writing a business report or a book report, creating an article for a newsletter, writing a note to your child's teacher, a personal letter, or a cover letter, using proper punctuation helps you make your points clearly and make a good impression. This user-friendly reference helps you quickly find the commonly accepted rule for any given situation, and even explains when to make exceptions to the rules.

Webster's New World Punctuation: Simplified and Applied is packed with information and features, including: An overview of the importance of good punctuation
Clear, concise explanations of difficult rules
Easy-to-understand examples that make applying the rules a snap
Cautions that alert you to common pitfalls
An overview of punctuation in common writing formats, ranging from business letters to e-mails to desktop publishing

Guidelines for citations in more formal writing
Everybody's Guide to Punctuation
Weidenfeld & Nicolson
Learn how to use commas, semicolons, and other punctuation correctly. This essential handbook for writers and students presents a well-organized collection of English punctuation rules and simple examples that will help you write with impact and style. Punctuation is more important than you might think. It allows your words to tell their story. These small but crucial marks in your sentences are

like road signs; without them, readers can get lost in a jumble of words. Learning basic rules of punctuation is a must if you want to write well. Fortunately, the rules are easy to learn, and you will find many helpful shortcuts in this new book. The author, a distinguished editor with thirty years of experience, offers bite-size tutorials and simple advice on how to use commas, parentheses, dashes, and other punctuation marks in all kinds of writing, both fiction and nonfiction. In addition to learning easy rules to help

you correctly punctuate whatever you write, you will discover that these rules are not set in stone—you can rearrange your sentences and use punctuation creatively to make your writing more concise and interesting. Quick & Easy English Punctuation is aimed at these readers who may benefit from this useful guide: -- Writers of all skill levels will learn how to recognize and fix punctuation errors in their manuscripts, and how punctuation can be used creatively to add clarity and sparkle to their sentences. --

Students can use these rules to correctly punctuate term papers and other academic writing. -- Teachers can use this book to help students quickly grasp basic concepts of English punctuation. -- ESL/EFL learners will benefit from the many short, easy-to-understand examples featured in the book. -- Employees can follow these rules to create punctuation-perfect reports, manuals, and other documents in the workplace. Read any chapter of this book, follow the simple rules, and you will see a fast improvement in the quality of your

writing. Read a chapter a day, and in two weeks, you should have a solid understanding of punctuation and be able to add a touch of style and polish to everything you write. This handy desktop reference expands on the author's bestselling writing guide, *Elements of Style* 2017. It includes material drawn from that book but delves deeper into punctuation, providing more examples and an additional eighty pages of content. Once you have mastered the concepts in this book, you may wish to read *Elements of Style* 2017, which

offers a comprehensive primer on English grammar, available in e-book and paperback editions at major booksellers worldwide. *A Guide to Better Punctuation* Perfection Learning New edition! A practical personal writing adviser. Coverage includes punctuation, capitalization, possessives, and compound words, with a special chapter on quotations. Students will especially appreciate guidance on preparing footnotes, endnotes, and bibliographies. [Punctuation](#) Barron's Educational

Series
A guide to the understanding and correct usage of different parts of grammar and marks of punctuation.
Merriam Webster S
Guide to Punctuation & Style Houghton Mifflin School Punctuation Quotation Marks
• Use punctuation accurately when writing dialogue
Apostrophes • Understand the function of apostrophes in contractions and how apostrophes

indicate ownership in possessive nouns
Comma Usage • Understand how to use commas to separate items in a series, to separate parts of dates and addresses, when directly addressing someone, and in compound sentences
Capitalization • Students will use the capital letters in sentence beginnings, names and the word “I”
Punctuation • Identify and use different punctuation

marks; period, question mark and exclamation points.
Punctuation Review • Review understanding of some of the main punctuation rules
A Pocket Guide to Correct Punctuation
HarperCollins
A lighthearted primer on the fundamentals of American-language punctuation devotes a series of chapters to each of the major punctuation marks.
The Blue Book of Grammar and Punctuation

Turtleback Books
"There are countless books that can teach you the alphabet, but almost none that focus on the tiny designs that run interference among the letterforms: those easily overlooked punctuation and typographic symbols. These symbols, as Michael Arndt proves in this beautiful and endlessly fascinating book, are absolutely indispensable to communication: punctuation turns words into

sentences and language into meaning... From commas to semicolons, from slashes to asterisks, from guillemets to octothorpes (named, perhaps, after athlete Jim Thorpe), you'll never look at punctuation the same way again."—Michael Bierut, partner, Pentagram In this show-stopping guide with more than 75 uniquely designed two-color spreads—a rollicking linguistic ride for fans of Eats,

Shoots & Leaves and Just My Typ e—award-winning graphic designer Michael Arndt explores the typographic origins, names, and shapes of both common punctuation marks and symbols, as well as the proper and diverse usage of each. From the period to the question mark, the semicolon to the em dash, symbols and marks are an integral part of language. In graphically engaging spreads that

utilize typography in an innovative way, Snails & Monkey Tails examines the evolution of these mighty linguistic tools—from the punctum, or point, created by an ancient scribe to the guillemet, used most commonly in lieu of quote marks by the French (and named in honor of a typographer Guillaume Le Bé). With verve and insight, Michael Arndt explains their proper usage and how they came to be

universally accepted today. Snails & Monkey Tails—Snails (@) Monkey Tails (&)—is packed with intriguing facts, history, stories, and lore, as well as grammar, explaining it clearly and with examples. What is the purpose of the comma—perhaps the most used symbol in the English language—and what are the proper uses of the asterisk? Do quote marks go inside or outside punctuation? What about a

quote within a quote—a quote from someone quoting someone else? How much space goes on either side of an ellipsis? What's the difference between an en-dash and an em-dash? Complete with a listing of useful terms and clear diagrams for creating typographical marks and symbols correctly on both PC and Apple computers, Snails & Monkey Tails is essential for bibliophiles, writers, grammarians, graphic

designers, typography enthusiasts, logophiles, and anyone with a passion for the written word. *Comma Sense* HarperCollins Explains the purpose and importance of punctuation and how it is used, covering apostrophes, colons, commas, exclamation points, hyphens, parentheses, slashes, and more. Punctuation Power Vintage Who cares about commas, semicolons, dashes, and

hyphens? Well, you should. A misplaced punctuation mark can confuse physicians and surgeons, cause thousands of dollars in legal fees, misinform judges, puzzle bankers, misguide stockbrokers and create lumps in your pudding. You dont need a teacher with a mouthful of jargon to help you understand how to make yourself clearly understood. Better Punctuation in 30 Minutes a Day will help you teach yourself.

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Getting to Grips with Punctuation and Grammar

Punctuation

Snails & Monkey Tails

Punctuation, and Other Typographical Matters

EXERCISES IN PUNCTUATION

Just Commas

Commas are Our Friends

Mind the Stop

Punctuation Book
3