



The Best Little Grammar Book Ever!: 101 Ways to Impress With Your Writing and Speaking

Arlene Miller

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According to a new report from the Department of Education, says *Time* magazine, "nearly half of all adult Americans read and write so poorly that they have trouble holding down decent jobs." The National Commission on Writing estimates that American businesses spend \$3.1 billion annually training employees to write.

"In today's economy and tight job market, it is even more important to put your best foot forward by communicating effectively in both writing and speaking," says Arlene Miller, author of *The Best Little Grammar Book Ever! 101 Ways to Impress With Your Writing and Speaking*, published by bigwords101. Finally, you can find all the answers to your grammar questions in one 132-page, easy-to-understand book! Is it I or me? Who or whom? Affect or effect? Swam or swum? Do I put a comma here? How do I spell accommodate, anyway? It all makes me want to lie ? or is it lay ? down for a nap!

The Best Little Grammar Book Ever! puts all the common grammar confusions together in one well-organized and friendly book that includes a review of grammar, capitalization, and punctuation; commonly confused words and other common errors; lists of commonly misspelled and mispronounced words; a business writing lesson; a glossary of grammar terms; and an index. Additional topics include irregular verbs, agreement, parallel writing, things not to do, words that aren't words, and redundancy.

The Best Little Grammar Book Ever! is intended for ages 12 through adult. It is useful for students, homeschoolers, professionals, non native speakers, and anyone who would like to improve his or her grammar and writing skills.

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