



The Handy English Grammar Answer Book (The Handy Answer Book Series)

By Christine A. Hult

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Whether it's for a professional document, a school paper, an Internet blog, or something more personal, effective communication depends on clear, concise, and grammatically correct writing. Punctuation, spelling, and grammar rules can trip up anyone, while organization and word choice can make writing memorable—or banal. *The Handy English Grammar Answer Book* is an engaging guide to writing with clarity for all occasions. It offers fundamental principles, grammar rules, and punctuation advice, as well as insights on writing for different occasions and audiences. From a brief history of the English language to the deconstruction—and explanation—of the different parts of a sentence, and from showing how to punctuate correctly to how to organize a well-argued essay, this easy-to-use reference answers nearly 500 questions and offers fun facts on the English language and its usage, including *How did English become a language spoken worldwide? What is a sentence fragment? When do I use “that” versus “which”? How do I use materials ethically on my own websites? How do I write an outline?* Several appendices, including model papers and sample writing for every occasion, a glossary of commonly used terms, a bibliography, and an index add to the book's usefulness.

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Editorial Review

Review

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"... aids in making writing memorable ... easy-to-use reference ... highly useful for both beginners and professionals." — *Christian Library Journal*

About the Author

Christine A. Hult is a professor emeritus of English at Utah State University, where she taught writing and worked as an administrator for 25 years. She received her Ph.D. in English and education from the University of Michigan in 1982. Over the course of her career, Professor Hult taught in the composition, technical writing, honors, and English education programs at the University of Michigan, Texas Tech University, and Utah State University. At Utah State, she served as the associate and acting department head of English and as the associate dean for academics at the College of Humanities, Arts, and Social Sciences. She was instrumental in creating online degree programs and courses for both graduate and undergraduate students, including the first master's degree in technical writing offered completely online. Professor Hult served as the editor of the *Journal of the Council of Writing Program Administrators* for seven years, as well. Her research interests include online teaching and learning, writing across the curriculum, computers in the writing classroom, writing program and teacher assessment, and women in academia. She published several books, including *Comp Online* (Pearson Education), *Researching and Writing across the Curriculum* (Longman), and, with co-author Professor Thomas N. Huckin, *The New Century Handbook* (Pearson Education). Professor Hult lives in Logan, Utah.

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Jose York:

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