

# Dear Mr Or Mrs

**James Stroman, Kevin Wilson, Jennifer Wauson**

*Words: A User's Guide* Graham Pointon, Stewart Clark, 2014-06-03 *Words: A User's Guide* is an accessible and invaluable reference that is ideal for students, business people and advanced learners of English. The book is structured in groups of words that may be confused because they sound alike, look alike or seem to have similar meanings, and this approach makes it much more intuitive and easy to use than a dictionary. Contrasting over 5000 words (such as habitable and inhabitable, precipitation and rainfall, reigns and reins), *Words: a User's Guide* provides examples of usage adapted from large national databases of contemporary English, and illustrates each headword in typical contexts and phrases. This book gives you straightforward answers, and helps with pronunciation, spelling, style and levels of formality. For those working internationally it presents international standards and compares usage in Britain and the USA. *Words: A User's Guide* is an excellent resource for anyone who wants to communicate well in written and spoken English. At last! A book about the use of words that clarifies and de-mystifies in an eminently usable way. I would recommend it to anyone who wants to write well. It is a book to keep. Sandy Gilkes, Head of the Centre for Academic Practice, University of Northampton Rigorous, fresh, intriguing and downright useful, it deserves a place on every properly stocked reference shelf. Brian Cathcart, Professor of Journalism, Kingston University From the pedantic to the permissive, everyone who's interested in the English language and the way we speak and write it will want a copy of this practical, entertaining book. Wynford Hicks (author of *Quite Literally* and *The Basics of English Usage*)

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How to Say it Rosalie Maggio, 2001 The second edition of this popular one-of-a-kind book is updated with ten new chapters.

The Cambridge Guide to Australian English Usage Pam Peters, 2007-04-26 The Cambridge Guide to Australian English Usage is an up-to-date, evidence-based account of the variable points in Australian usage and style, in alphabetical format. Its description of Australian English uses a wealth of primary sources (linguistic corpora; the internet; public surveys of usage,

conducted through Australian Style) as well as the latest editions of English dictionaries, style manuals and grammars. With all this input the Cambridge Guide to Australian English Usage provides in-depth coverage of the currency of alternative usages in spelling, punctuation and word choice in Australia, while showing the influence of British and American English here as well. This book is designed for everyone who writes and edits documents and non-fiction texts, for print or electronic delivery. Tertiary students and staff will get plenty of help from it, as well as professional editors who work with manuscripts of many different authors and commissions from multiple publishers.

**Legal English** Rupert Haigh, 2015-03-02 English is the dominant language of international business relations, and a good working knowledge of the language is essential for today's legal or business professional. Written with the needs of both practitioners and students in mind, Legal English provides a comprehensive and highly practical approach to its subject-matter and addresses the key aspects of the use of English in commercial legal contexts. Legal English covers the key areas of legal English usage for both written and oral legal communication in typical legal situations. It features expanded terminology glossaries, legal drafting troubleshooting tips, language for negotiation and contract-drafting guidance. This new fourth edition now offers more activities and examples, both in print and online, showing how language is correctly applied, as well as sample templates for commonly used written documents such as legal letters, memoranda, and contracts. Visit the Legal English companion website today: [www.routledge.com/cw/haigh](http://www.routledge.com/cw/haigh) - Video simulations of real-life legal situations - Comprehension exercises - Gap-fill exercises - Multiple choice questions

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**The Delineator** R. S. O'Loughlin, H. F. Montgomery, Charles Dwyer, 1922

The New American Handbook of Letter Writing Mary A. De Vries, 2000-01-01 In today's fast-paced, computer-based world, it's more important than ever to communicate efficiently—and effectively. This comprehensive guide addresses common correspondence dilemmas and includes over 260 model messages to help you master all forms of written communication—personal or business, modern or traditional. Perfect for home or office use, this extensively indexed handbook is an invaluable resource for anyone who wants to compose concise, successful messages.

**The Political Science Student Writer's Manual and Reader's Guide** Gregory M. Scott, Stephen M. Garrison, 2016-09-22 The Political Science Student Writer's Manual and Reader's Guide is a practical guide to research, reading, and writing in political science. The Political Science Student Writer's Manual and Reader's Guide, Eighth Edition, is a set of instructions and exercises that sequentially develop citizenship, academic, and professional skills while providing students with knowledge about a wide range of political and governmental concepts, phenomena, and information sources. It begins by teaching beginning students to engage newspapers and other political media sources critically and analytically. It focuses on the crafts of writing and scholarship by providing the basics of grammar, style, formats and source citation, and then introduces students to a variety of rich information resources including the Congressional Record, Federal Register, and the Library of Congress. Students actively apply their knowledge and skills by corresponding with their representatives and commenting on pending government regulations. Part 1 concludes with campaign management, policy analysis, legislation assessment, and similar exercises that develop student skilled-observation proficiency. Part 2 prepares students to research, read, write, review, and critique political science scholarship. Finally, Part 3 teaches advanced students how to investigate public opinion; analyze domestic and international public policies; author amicus briefs; and participate in the universal community that deliberates the continuing rich tradition of political philosophy.

Roundabout papers; Lovel the widower, etc. v.23. Roundabout papers, v.2; Denis Duval William Makepeace Thackeray, 1904

*The Minerva* , 1824

Japan Weekly Mail , 1907

**The American Stationer** , 1896

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*Practical Grammar And Composition (illustrated)* Thomas Wood, 2015-06-26 illustrated with 10 images. The book is divided into three parts viz., Practical Grammar, Essential Word Power and Composition. 'Practical Grammar' comprises the basic rules of grammar along with illustrations and examples, denoting the applicability of the rules. In this Section, each chapter consists plenty of exercises which cover all types of questions. 'Essential Word Power' contains thousands of words, used in daily routine and asked about in various examinations. 'Composition' consists valuable tips to attempt the comprehensions, writing precis and letter including essays, expansions, etc.

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