

CONTENTS

1. Concise Writing	1
2. Coherence	5
3. Verbs	8
4. Singular and Plural Forms	18
5. Possessive Singular	22
6. Emphasis	23
7. Choice of Words	26
8. Punctuation	40
9. Style	51
10. Style sheet	56
11. Proof	68
12. Pronunciation	73
13. Speaking	93
Index	99