



How Not to Write

Terence Denman

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In a fast-paced workplace, where emails fly at lightning speed, precision and brevity are essential for good communication. But all too often we let spell-checkers do the dirty work—because many of us have forgotten the simple grammar rules we learned in school.

In *How Not to Write*, Terence Denman, instructor with the U.K.-based Plain English Campaign, sets out the top 10 grammar myths and the 10 grammar rules to live and work by. Readers will learn to:

- Position prepositions
- Chop off unwanted auxiliaries
- Root out passivity
- Eliminate extraneous adjectives
- Punctuate with impunity

With a breezy, wry, and accessible tone that never scolds but always enlightens, *How Not to Write* is an indispensable guide to clear, concise, and correct language in the workplace.

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