



## Everyday English for Grown-ups Getting to grips with the basics

Michelle Finlay

### Description

**Taking you back to the basics, this book will help native and non-native speakers master the nuts and bolts of the English language.**

A poor command of English is a considerable obstacle in almost every walk of life, from conducting business to dealing with everyday problems. This book takes you back to the basics, to the simple rules and tricks that will help anyone to master the language.

- \* Containing hundreds of simple examples, this book is essential for anyone who wants to brush up on the basics
- \* Designed to help native and non-native speakers alike to speak and write correct and unambiguous English in any situation – business or personal.
- \* Offers advice on different areas, including the writing of letters, reports and other texts, where often it is vital to convey meaning and purpose simply and clearly.
- \* Includes sections on sentences, parts of speech, punctuation and common pitfalls to avoid.

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### Sales Points

- A clear and concise overview of the building blocks of the English language
- Contains easy-to-browse chapters on punctuation, grammar, parts of speech, sentence structure and more – as well as a comprehensive index of terms
- Containing hundreds of simple examples, this book is essential for anyone who wants to brush up on the basics
- From the publishers of *My Grammar and I* (over 240,000 copies sold)

### Reviews

- 'An excellent book, which I found easy to read – can be used to dip in and out or read through by anyone with an interest in the English language' - *Parents in Touch*
- 'A clear and concise overview of the building blocks of writing good English' - *The Bookseller*
- 'A perfect way to brush up on all your skills, packed with information but easily assimilated' - *Hot Brands Cool Places*

### Author Biography

Michelle Finlay is an author and former copywriter for Penguin Books.

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