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Everyday English

Everyday English is your essential and accessible guide to the nuts and bolts of the language, from guidance on writing letters and reports to using grammar correctly, understanding sentence structure and punctuation to pronunciation and style. This is the perfect 'how-to' manual, taking you back to basics by explaining the simple rules and tricks to help your writing and speaking stand out from the rest, and all backed up with a wealth of helpful examples.



Everyday Maths will help those suffering from even the most chronic bout of maths anxiety to overcome daily conundrums in a quick, easy and fun way. It includes tips for establishing the best shopping bargains, how to split the dinner bill without a mobile phone frenzy, converting imperial measurements to metric when using your mum's ancient cookbook, how to make helping with homework less of a chore, and lots more everyday tips and tricks.

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