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# How To Speak And Write Correctly (Illustrated)



## Synopsis

It is a book on improving eloquence, proficiency and grammar in everyday communication. 'How to Speak and Write Correctly'™ is not a manual of the styles to use in speaking and writing, nor is it a manual for grammar. It is a simple, useful book for helping ordinary people in effective communication. It lays down and explains broad rules of communication, further giving useful tips for effective communication. The book also lists common mistakes in communication and offers suggestions on how best to avoid them. The book covers the requirements of speech with the three essentials being purity, Propriety and precision. It then looks at the essentials of English grammar by looking at the divisions of grammar and how they make or break effective communication. Next, the sentence is broken down into its constituent pieces and the structure is explained so that the reader knows how to construct coherent sentences. The book also discusses how to use figurative language to convey meaning in a vivid and impressive manner. The book then delves into punctuation, highlighting some of the common misuses and how to correct them. Those that still revere the art of letter writing will not be disappointed because the book has tips and tricks on writing letters for whatever purpose. A few chapters have been dedicated to errors made by authors ever so often and how to correct them. The book also explores style and how a writer can nurture his own style in order to express himself and appeal to his audience. There are many interesting points that are highlighted in this book and readers will find 'How to Speak and Write Correctly'™ a pleasant read for both those new in the language as well as seasoned English speakers.

## Book Information

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## Customer Reviews

This book was very helpful. It offers much more than I wanted or intend to use. I do not write professionally but wanted information that would be helpful in communicating more precisely when preparing letters and memos to my family and friends. I got it here, thank you.

The book is well written, and pretty much an excellent guide. However, it was written a long time ago, and I believe that there have been some changes in the rules of grammar. However, the rules of punctuation are an excellent guide, which I use periodically.

This book was published in 1910. Treat it as a historical document, not as a modern reference. It is a good read if you already master modern English and feel curious about the evolution of the language over the past hundred years.

Great lessons on speaking and writing!!!! Definitely recommend to anyone who is in a/or starting a writing/reading group. Also, for anyone looking to increase writing/communication skills. Great read.

Bought for a college class. Good book.

I love it.

"Every person of intelligence should be able to use his mother tongue correctly. It only requires a little pains, a little care, a little study to enable one to do so, and the recompense is great."PROs:\* Lots of good information without wasted words\* Contains more than just grammar, such as the history of the English language\* Huge list of the best authors, poets, and booksCONS:\* Some outdated usage of words, such as "thou" and "thee" (was written in 1917)\* Entire sections are now almost irrelevant, such as the letter writing section\* Not enough examples to solidify definitions and usage\* Becomes tedious and hard to concentrate on towards the middle of the book\* Much of the

advice is common sense, such as "read the masters""In employing the long sentence the inexperienced writer should not strain after the heavy, ponderous type. Johnson and Carlyle used such a type, but remember, an ordinary mortal cannot wield the sledge hammer of a giant. Johnson and Carlyle were intellectual giants and few can hope to stand on the same literary pedestal."The book starts out as a nice refresher on the parts of speech, something almost all of us learn but few remember. The usage of these words, such as adverbs and prepositions, came back to me with relative ease after reading the short definitions provided. The problems arose when the book got into more technical detail, such as instead of simply "verbs", there are "transitive/intransitive verbs" + the tenses, etc. One example to describe what a noun is is fine, but only one example for the more tedious parts of speech simply isn't enough. It got to the point where I was lost because he was using terms that he didn't solidify into the reader's mind, making me skim large portions of the book. The first half of the book is pretty much grammar review, then it goes into letter writing, which is almost completely useless today. The most interesting part of the book was actually the end where it went over the history of the English language and how it developed. There is also a very large section where he goes through the works of literary giants such as Shakespeare and Milton and shows that they are surprisingly filled with mistakes that the average person wouldn't notice. This part, although slightly interesting, was much too pedantic for me. My favorite part of the book was actually the short list of greatest authors, poets, and books. The problem is, he merely listed names instead of explaining why they were included. It would have been nice to hear his reasoning on why he chose who he chose, such as what makes each writer uniquely great, or what makes certain books stand above the rest. Overall, I would not recommend this book unless you absolutely don't want to spend any money. There are probably far better and more updated books for less than \$3. The book does a lot of things, but none of them particularly well, and too much of it is useless for the modern reader."In the works of Shakespeare, the most wonderful genius the world has ever known, there is the enormous number of 15,000 different words, but almost 10,000 of them are obsolete or meaningless today."

If you know it all already, this is a good book for you to buy. If you are looking for grammar instruction, look elsewhere. This little book was written 75 years ago and it has things worth thinking about, but it is not a grammar book, or a book on speaking, or a book on writing. I just bought it and am delighted to rummage about in it. It's a GEM. It's worth the money by a mile and a half. I gave it two stars only to not be lost in the shuffle. Buyers often don't look at 50 rave sill reviews but they'll look to see who doesn't like and why. So maybe I caught some readers. This is a good buy IF you

KNOW IT ALL. It's not instruction, it's food for thought.

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