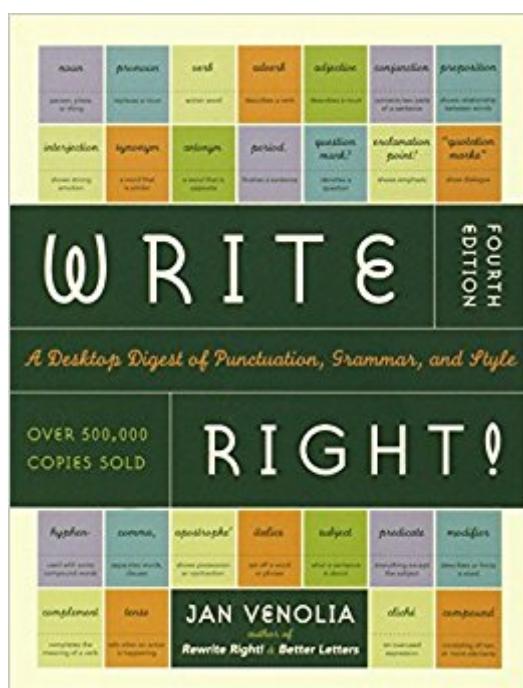


The book was found

# Write Right!: A Desktop Digest Of Punctuation, Grammar, And Style



## **Synopsis**

The newest edition of Jan Venolia's best-selling guide, *Write Right!* is an essential resource for writers with 500,000+ copies sold since publication. In this age of electronic correspondence and self-produced documents, we need a useful and reliable writing guide more than ever. *Write Right!* covers the essentials of good writing in a concise and easy-to-follow format. The new edition of this classic handbook takes you through the entire writing process, from understanding the parts of speech to constructing a correct sentence to fine-tuning the mechanics. And with clever drawings and amusing quotations to illustrate its points, *Write Right!* shows that language can be fun as well as an effective communication tool. Whether it's used to find a quick answer to a nagging question or to develop stronger writing skills, this handy reference is the ideal resource for writers of all levels. Includes a resource section with a list of helpful websites and a glossary to quickly define difficult terms.

## **Book Information**

Paperback: 224 pages

Publisher: Ten Speed Press; 4 edition (August 21, 2001)

Language: English

ISBN-10: 1580083285

ISBN-13: 978-1580083287

Product Dimensions: 5.4 x 0.6 x 7 inches

Shipping Weight: 8.8 ounces (View shipping rates and policies)

Average Customer Review: 4.6 out of 5 stars 59 customer reviews

Best Sellers Rank: #72,011 in Books (See Top 100 in Books) #67 in Books > Reference > Encyclopedias & Subject Guides > Business #126 in Books > Textbooks > Reference > Encyclopedias #132 in Books > Textbooks > Business & Finance > Business Communication

## **Customer Reviews**

An invaluable tool for executives, secretaries, students . . . it illustrates the right and wrong ways by easy-to-grasp examples.-Los Angeles Times

JAN VENOLIA has been helping people improve their writing for more than 30 years. A veteran writer and editor, Jan lends her expertise to workshops and conferences. She lives in Gualala, California.

This book was my constant companion in High School. As a professional, though, there are a few better choices: both the The Associated Press Stylebook 2016® and any version of The Chicago Manual of Style, 16th Edition. This book is written in plain, everyday English and is a wonderful part of any library on English grammar. I love the humor and how the text is interspersed with clever quotations and humorous. Buy this book with a few professional resources to get a complete coverage of the English language.

I bought this book for my sister (a wannabe writer)- she was going to buy this book at a major book retail store- and I told her to try to get a better price. I found this one used, but it looked 100% unread and brand new when I got. My sister loved the book, and I loved that I saved so much on it. is the best for buying books at a huge savings.

A valuable desktop tool for writers. I'd much prefer a spiral-bound format, so it would stay open on my desk.

I absolutely detest English grammar. Having said that, be forewarned I am Deaf...that explains everything. I had to take English grammar in different formats in 3 classes. Third time around I got smart and started looking for some other help than the recommended textbooks. This book I found on my own, and this is the book on the shelf above my head when I am writing. It is small, concise, helps with things that spell and grammar checks on software won't or can't do. It is inexpensive, so this is the one I recommend to friends and students. Karen Sadler, Science Education, University of Pittsburgh

The nature of my job has been such that I'm only occasionally tasked with writing a business letter or report, which is to say that I don't write business correspondence often enough to feel entirely confident of my output. Also, I correspond regularly with a couple of friends who are published authors, and golly, I sure hate to come across like a rube. I've found this book to be a real lifesaver at such times, and no doubt it's saved me from outright embarrassment more than once. While there are more expansive books on grammar and style out there, I suspect that this book, for most folks, will cover 99% of such questions likely to arise in composing business letters, personal correspondence, and creative works. Concise, well-organized, and palatable, this compact volume stays in my brief case everywhere I go, and has often shaved points off of my blood pressure during those numerous times when I thought I knew how to do it right, but just wasn't sure. (One minor

complaint: earlier editions were available in spiral-bound versions; I miss that feature.)

I am 78 and this book has helped me to refresh and also my great grandchildren in their learning process.

A very wise co-worker recommended this book and I say a thank you each time I see or use the book. I went to work for the a government entity after almost 20 years in the private sector and the public sector has its own unique way of doing everything which includes highly unique writing styles, I am sure some of the uniqueness is due to the number of lawyers in the public sector. To the point, I draft pieces for the public and this is a great little reference book that allows me to quickly look-up how to write in a manner the public is accustomed to vs "agency" speak. It is also a good little review book for anyone who has been out of school for a bit and cannot figure out why some of the young new hirers seem to leave commas out in lists among other odd new writing styles. The new accepted grammar just goes to show you your English teacher was not right, "proper" grammar does change over time.

This is a great great book. Well worth the time to read it and learn from it. It arrived on time, in the shape promised

[Download to continue reading...](#)

Write Right!: A Desktop Digest of Punctuation, Grammar, and Style  
Correct Me If I'm Wrong: Getting Your Grammar, Punctuation, and Word Usage Right!  
Grammar, Punctuation, and Style: A Quick Guide for Lawyers and Other Writers: A Quick Guide for Lawyers and Other Writers (Career Guides)  
Grammar, Punctuation, and Style: A Quick Guide for Lawyers and Other Writers (Career Guides)  
Just Writing, Grammar, Punctuation, and Style for the Legal Writer, Fourth Edition (Aspen Coursebook)  
Just Writing: Grammar, Punctuation, and Style for the Legal Writer [Connected Casebook] (Aspen Coursebook)  
Gun Digest Book of Automatic Pistols Assembly/Disassembly (Gun Digest Book of Firearms Assembly/Disassembly)  
The Digest Enthusiast #2: Explore the world of digest magazines. (Volume 2)  
The Digest Enthusiast #4: Explore the world of digest magazines.  
The Digest Enthusiast #6: Explore the world of digest magazines. (Volume 6)  
The Digest Enthusiast: Explore the world of digest magazines. (Volume 1)  
The Digest Enthusiast book one: Explore the world of digest magazines.  
The Gun Digest Book of Firearms Assembly/Disassembly  
Part V - Shotguns: Shotguns Pt.5 (Gun Digest Book of Firearms Assembly/Disassembly: Part 5 Shotguns)  
The Gun Digest Book of Tactical Weapons Assembly/Disassembly (Gun Digest Book of

Firearms Assembly/Disassembly) The Blue Book of Grammar and Punctuation: An Easy-to-Use Guide with Clear Rules, Real-World Examples, and Reproducible Quizzes Random House Webster's Pocket Grammar, Usage, and Punctuation: Second Edition (Pocket Reference Guides) Random House Webster's Handy Grammar, Usage, and Punctuation, Second Edition (Handy Reference Series) Kiss My Asterisk: A Feisty Guide to Punctuation and Grammar Complete English Grammar Rules: Examples, Exceptions, Exercises, and Everything You Need to Master Proper Grammar (The Farlex Grammar Book Book 1) Grammar & Punctuation (Career Step: Medical Transcription Editor Program Companion)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)