



Spell Well: 2nd edition

Marion Field

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It is true. A well-written letter is taken far more seriously than one using misspelt words. Research shows that people automatically assume you're more intelligent, and they'll take notice of you in a way they never did before. Now, with the help of this book you can discover the power of words for yourself. There are checklists and steps that ensure you'll soon be writing with much greater confidence. Contents: 1. Identifying different sounds; 2. Checking capital letters; 3. Forming plurals and changing verbs; 4. Using prefixes, suffixes and hyphens; 5. Sorting out the changes; 6. Avoiding common mistakes; 7. Using apostrophes and abbreviations; 8. Revising chapters 1-7; 9. Exploring the dictionary; 10. Discovering the thesaurus; 11. Enhancing your writing; 12. Looking at American spelling; 13. Exploring new words, jargon and slang.

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