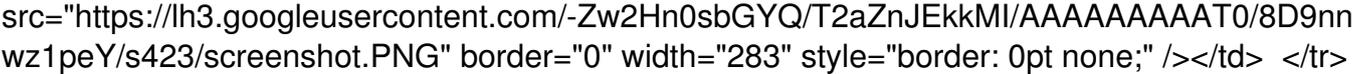


501 Grammar & Writing Questions

Written by Administrator

Monday, 19 March 2012 02:44 -

501 Grammar & Writing Questions


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1. Introduction: This book which can be used alone, along with another writing-skills text of your choice, or in combination with the Learning Express publication, *Writing Skills Success in 20 Minutes a Day* will give you practice dealing with capitalization, punctuation, basic grammar, sentence structure, organization, paragraph development, and essay writing. It is designed to be used by individuals working on their own and for teachers or tutors helping students to learn or review basic writing skills. Practice on 501 grammar and writing questions should go a long way in alleviating writing anxiety, too! Page 2

Maybe you're one of the millions of people who, as students in elementary or high school, never understood the necessity of having to memorize all those grammar and usage rules in English class. Or maybe you were often confused by all of the exceptions to those rules. Or perhaps you could never see a connection between all of those boring terms and everyday life. If you fit into one of these groups, this book is for you.

First, know you are not alone. It is true that some people relate more easily than do others to written language, and it is also true that some people have a natural gift for writing. And that's okay; we all have unique talents. Still, it's a fact that on most jobs today, good communication skills including writing are essential. The good news is that grammar and writing skills can be developed with practice. Learn by doing. It's an old lesson, tried and true. And it's the tool this book is designed to give you. The 501 grammar and writing questions in this book will provide you with lots of practice.

As you work through each set of questions, you'll be gaining a solid understanding of basic grammar and usage rules. And all without memorizing! The purpose of this book is to help you improve your language skills through encouragement, not frustration. An Overview

501 Grammar and Writing Questions is divided into six sections:

Section 1: Mechanics: Capitalization and Punctuation

Section 2: Grammar

Section 3: Sentence Structure

Section 4: Paragraph Development

Section 5: Putting It All Together

Section 6: Essay Questions

Each section is subdivided into short sets of between eight and twenty questions each. The book is specifically organized to help you build confidence as you further develop your written-language skills. 501 Grammar and Writing Questions begins with the basic mechanics of capitalization and punctuation, and then moves on to grammar and sentence structure. By the time you reach the section on paragraph development, you've already practiced on almost 300 questions. In Section 5, you continue practicing the skills you've already begun to master in the previous four sections, this time in combination. When you get to the last section, you'll be ready to write your own paragraphs.

2. How to Use this Book

Whether you're working alone or helping someone brush up on grammar and usage, this book will give you the opportunity to practice, practice, practice.

Working on Your Own

If you are working alone to review the basics or prepare for a test in connection with a job or school, you will probably want to use this book in combination with a basic grammar and usage text or with *Writing Skills Success in 20 Minutes a Day*. If you're fairly sure of your basic language-mechanics skills, however, you can use 501 Grammar and Writing Questions by itself.

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Use the answer key at the end of the book not only to find out if you got the right answer, but also to learn how to tackle similar kinds of questions next time. Every answer is explained. Make sure you understand the explanations usually by going back to the questions before moving on to the next set.

Tutoring Others

This book will work well in combination with almost any basic grammar and usage text. You will probably find it most helpful to give students a brief lesson in the particular operation they'll be learning capitalization, punctuation, subject-verb agreement, pronoun agreement, sentence structure and then have them spend the remainder of the session actually answering the questions in the sets. You will want to impress upon them the importance of learning by doing and of checking their answers and reading the explanations carefully. Make sure they understand a particular set of questions before you assign the next one.

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