

Preface

Part One

Paragraphing

‘Brainstorming’ and Ordering Material

The First Paragraph

Substantiating the Argument

Preserving Clarity

Narrative

Part Two

Coordination

Left- and Right-Handed Sentences

Emphasis

Comparison and Contrast

Cause and Effect

Qualification and Concession

Discourse Markers

Word-Order

Punctuation

Part Three

Style and Register

Words of Latin Origin

Foreign Borrowings

Words and Expressions Best Avoided

Confusing Words

Collocations

Capital Letters

Italics

The Article (A/An/The)

Appendix A: Verb Complements: Infinitive or Gerund?

Appendix B: A Few Recurrent Errors of Language

Appendix C: Spelling

Key to the Exercises