

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

"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just grammar, such as the history of the English language* Huge list of the best authors, poets, and booksCONs:* Some outdated usage of words, such as "thou" and "thee" (was written in 1917)* Entire sections are now almost irrelevant, such as the letter writing section* Not enough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.

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