

To The Point A Dictionary Of Concise Writing

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a guide to clean strong prose that lists thousands of common wordy phrases that too many writers rely on and offers concise alternatives

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this new edition of volume ii last published in 1994 has been extensively expanded and revised in all areas fully updated the new edition includes major changes and covers a span of topics from archaeology through medieval history to statistics it includes philosophy psychology religion social sciences geography biology and history all areas have been completely updated with additional material in economics business and management

english and the way we use it to communicate is changing faster now than at any time in our history the growth of the internet e mail and text messaging means that the boundaries between the written and spoken language are becoming ever more blurred the explosion of vocabulary in areas like science technology e commerce and the media confronts us with new specialist terms every day the need for guidance on using the language correctly and keeping up with its changes has never been greater the encarta student dictionary is the result of a detailed survey of professors teachers and students of english and the most common language problems they encounter innovative features designed to improve language skills and awareness include spelling 1 000 common misspellings cross referred to their correct form spellchecks warnings about commonly confused spellings ignored by spellcheckers usage notes answers to the most frequent student queries on spelling and grammar quick facts short digests of key concepts in the arts and science literary links notes on major works of literature internet guide on navigating and researching on the internet in addition to this the encarta student dictionary provides an easy to use layout 30 tables of key facts and dates and over 8 000 names of people and places a unique quick definition

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