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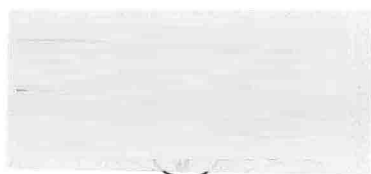
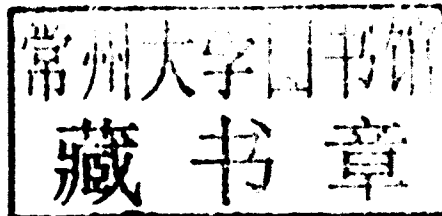
Geraldine Woods

*Author, English Grammar Workbook
For Dummies*



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FOR
DUMMIES®
2ND EDITION

by Geraldine Woods



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About the Author

Geraldine Woods began her education when teachers still supplied ink wells to their students. She credits her 35-year career as an English teacher to a set of ultra-strict nuns armed with thick grammar books. She lives in New York City, where with great difficulty she refrains from correcting signs containing messages such as “Bagel’s for sale.” She is the author of more than 40 books, including *English Grammar Workbook For Dummies*, *Research Papers For Dummies*, *College Admission Essays For Dummies*, and *The SAT 1 Reasoning Test For Dummies*.

Dedication

I dedicated the first edition of *English Grammar For Dummies* to my husband and son, who were then — and remain — the hearts of my life. Since the first edition was published, I’ve acquired two new hearts: my daughter-in-law and granddaughter. This book is dedicated with great love to all of them.

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Introduction

When you're a grammarian, people react to you in interesting — and sometimes downright strange — ways. When the first edition of *English Grammar For Dummies* came out in 2001, an elderly man asked me about something that had puzzled him for eight decades: Why did his church, St. Paul's, include an apostrophe in its name? (For the answer, turn to Chapter 11.) My nephew called to inquire whether his company's sign in Times Square should include a semicolon. I said no, though the notion of a two-story-tall neon semicolon *was* tempting. Lots of people became tongue-tied, sure that I was judging their choice of *who* or *whom*. They worried needlessly, because I consider myself off-duty when I'm not teaching or writing.

In this second edition of *English Grammar For Dummies*, I explain modern, up-to-the-minute usage. Grammar *does* change, though usually an elderly snail moves faster than a grammarian pondering whether to drop a comma. As the world is now texting, tweeting, and PowerPointing all over the place, this edition of *English Grammar For Dummies* shows you how to handle all sorts of electronic communications, with special attention to business situations. In the current fragile economy, you need every possible edge, and proper grammar is always an advantage. Besides, you don't want to sit around deciding how to create a grammatically correct bullet point when you could be lobbying the boss for a raise.

If you're at a desk and *not* getting paid, you still need good grammar. No matter what subject you're studying, teachers favor proper English. Also, the SAT — that loveable exam facing college applicants — added a writing section recently. It's heavy on grammar and, ironically, light on writing. This book covers all the material likely to be tested on the SAT and the ACT (another fun hurdle of the college-admissions process) and alerts you to exam favorites with a special new icon. If you're aiming for higher education, *English Grammar For Dummies*, 2nd Edition, will raise your standardized-test scores.

As in the first edition, in this book, I tell you the tricks of the grammar trade, the strategies that help you make the right decision when you're facing such grammatical dilemmas as the choice between *I* and *me*, *had gone* and *went*, and so forth. I explain *what* you're supposed to do, but I also tell you *why* a particular word is correct or incorrect. You won't have to memorize a list of meaningless rules (well, maybe a couple from the punctuation chapter!) because when you understand the reason for a particular choice, you'll pick the correct word automatically.