



Rules of Thumb: A Guide for Writers

Jay Silverman

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This is aimed at those who love to write and those who have to write. "Rules of Thumb" is a quick reference guide that tries to reduce each writing problem to a few practical points - enabling the reader to write with confidence. It is a brief, inexpensive, and easy-to-use handbook written in plain English and exhibiting a friendly voice that is reassuring and stands out in a sea of grammar books that preach decorum. Part 1 - correctness, covers the most common mistakes. These rules are placed first because they are what most writers worry about and will want to have handy. Part 2 - meeting specific assignments, offers help with writing under time pressure and writing reports. Part 3 - putting a paper together, helps the writer with both content and style issues-such as if one needs to make a paper longer or is faced with choppy sentences. Part 4 - writing with elegance, offers ways to grow as a writer.

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