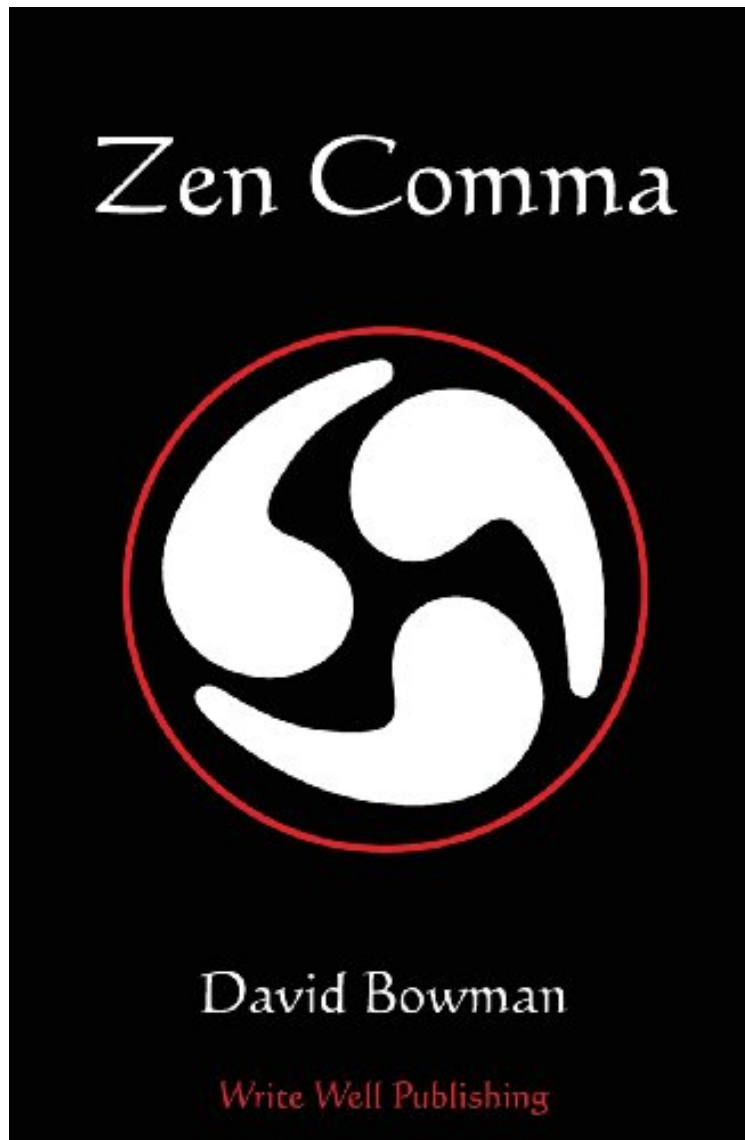


[Ebook pdf] Zen Comma

Zen Comma

David Bowman

*DOC | *audiobook | ebooks | Download PDF | ePub*



 Download

 Read Online

#852261 in Books Ingramcontent 2014-02-10Original language:EnglishPDF # 1 7.99 x .17 x 5.24l, .21 #File Name: 098850784684 pagesZen Comma | File size: 16.Mb

David Bowman : Zen Comma before purchasing it in order to gage whether or not it would be worth my time, and all praised Zen Comma:

0 of 0 people found the following review helpful. Five StarsBy David SI love it.1 of 1 people found the following review helpful. Conquer Your Commas MistakesBy Sheila M. GoodCommas are my nemesis, but this small, book is a must have for your writing library. An easy to use reference with excellent and clear examples. Thanks, David Bowman.1 of 1 people found the following review helpful. Zen Comma is second to none as a resource. ...By

DestinyPGHZen Comma is second to none as a resource. It is lacking an index otherwise it would have been five stars.

"Five stars well deserved." Commas are confusing. Unlike other types of punctuation, they are used in many ways. If you want to write clearly and professionally, you need to use commas correctly. Zen Comma will show you how. Zen Comma uses examples, instructions, and anecdotes to teach you the 14 major uses for commas and the most common errors. It also contains exercises to help pinpoint the comma rules you need to learn, and summary of all the comma rules for quick reference. Each chapter begins with correct examples, explains the rules for correct usage, covers common errors, and discusses special considerations so you can use commas correctly, intelligently, and conscientiously. Topics include: Commas in Series Commas when Joining Sentences Commas after Introductory Descriptions Commas with Interjections Commas with Appositives Commas with Side Comments Commas with Names Commas with Therefore, Too, and Other Conjunctive Adverbs Commas with Adjective Pairs Commas with Which and Who Commas with Final Descriptions Commas with Parenthetical Expressions and Absolute Phrases Commas with Dates, Addresses, Ages, and Titles Commas with Quotations Commas with Either...Or and Other Correlative Pairs Commas between Subjects and Predicates Commas between Compound Predicates

From the Author Why would I write a book on comma? Most of my university students struggle with commas, but I could not find a comprehensive, clear guide to give them. Most of my editing clients, too, are confused by commas: putting them in the wrong places, adding commas where no commas are needed, leaving them out where they should be in, and changing the meaning of their documents with misplaced commas. I looked for guide to commas that (a) contains more than a simple list of basic rules, (b) teaches people not only where commas go but also why, and (c) addresses how to use commas correctly in more than the simplest sentences. I gave up looking and wrote this one. This is THE guide for using commas correctly. It is the only comma manual you will need. Zen Comma is my fifth writing guide. Other writing guides are Concise Guide to Technical and Academic Writing, 300 Days of Better Writing, Bang! Writing with Impact, Which Word Do I Use, Precise Edit Training Manual, and Your Writing Companion. Each of these guides is designed to make you a more powerful communicator and help you accomplish your goals--through effective, professional writing. About the Author David Bowman has provided editing services since 1992, helping writers worldwide communicate professionally, engage their readers, and meet their writing goals. He is the owner and chief editor of Precise Edit, a top-rated writing instructor at the University of New Mexico, and the author of 6 writing guides. Mr. Bowman received his Bachelor's degree in Education/Communication Arts from the University of New Mexico, Master's degree in English from the University of California-Irvine, and Executive MBA from the Anderson School of Management, University of New Mexico. Following a teaching career with the Bureau of Indian Affairs, he was a program administrator for the New Mexico State Department of Education. Now, in addition to teaching university-level writing courses, Mr. Bowman serves as executive director for 2 non-profit leadership organizations. He wrote his first writing guide, Precise Edit Training Manual, in 2007 to help his freelance editors understand good writing and meet his high standards for effective writing.