## **Table of Contents**

Preface	7
Part One	
Paragraphing	9
'Brainstorming' and Ordering Material	13
The First Paragraph	21
Substantiating the Argument	24
Preserving Clarity	30
Narrative	34
Part Two	
Coordination	41
Left- and Right-Handed Sentences	45
Emphasis	64
Comparison and Contrast	78
Cause and Effect	83
Qualification and Concession	97
Discourse Markers	104
Word-Order	113
Punctuation	132
Part Three	
Style and Register	149
Words of Latin Origin	151
Foreign Borrowings	162
Words and Expressions Best Avoided	168
Confusing Words	174
Collocations	183

Capital Letters	184
Italics	186
The Article $(A/An/The)$	187
Appendix A: Verb Complements: Infinitive or Gerund?	206
Appendix B: A Few Recurrent Errors of Language	219
Appendix C: Spelling	222
Key to the Exercises	225