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**Pearson 0582405742**

# Instruction Manual: An A-Z of English Grammar & Usage

Comprehensive Reference for English Grammar and Usage

## INTRODUCTION

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This manual serves as a guide to effectively utilize "An A-Z of English Grammar & Usage," a thoroughly revised and up-to-date reference grammar. Designed in an easy-to-use dictionary-like format, this book is an invaluable resource for both teachers and learners of English, providing clear explanations and examples of English grammatical structures and usage.

## GETTING STARTED

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To begin using your grammar reference effectively, consider the following steps:

1. **Familiarize Yourself with the Format:** The book is organized alphabetically, similar to a dictionary. Each entry focuses on a specific grammatical point, word, or phrase.
2. **Understand Cross-Referencing:** Many entries include cross-references to related topics. These are typically indicated by bold or italicized text and direct you to other relevant sections for a more complete understanding.
3. **Utilize Examples:** Each grammatical explanation is accompanied by practical examples demonstrating correct usage. Pay close attention to these examples to grasp the concepts fully.
4. **Initial Browse:** Spend some time browsing through different sections to get a general sense of the breadth and depth of topics covered.

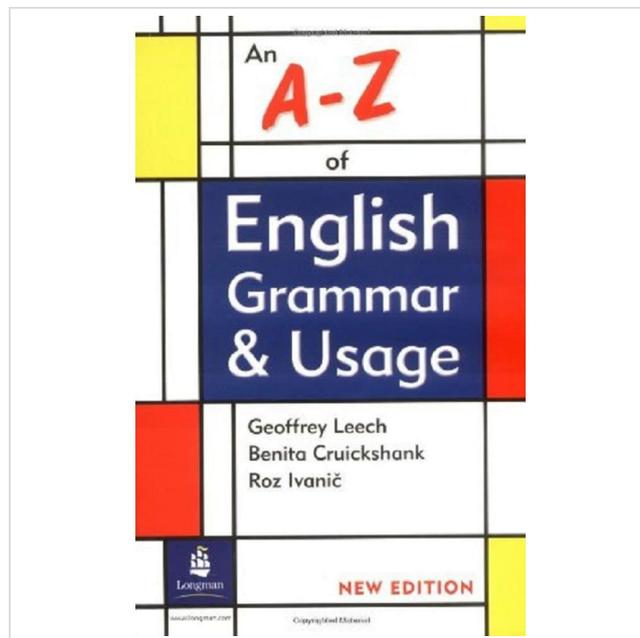


Image: Front cover of the "An A-Z of English Grammar & Usage" book. The cover features a modern design with the title prominently displayed. The book is a comprehensive guide to English grammar and usage, designed for easy reference.

## USING THE MANUAL

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This section details how to effectively navigate and interpret the content within the manual.

- **Locating Information:** To find information on a specific grammatical point or word, simply turn to the corresponding letter of the alphabet and locate the entry.
- **Interpreting Entries:** Each entry typically includes a definition, explanation of usage, common pitfalls, and illustrative sentences. Pay attention to any special notes or warnings.
- **Understanding Terminology:** The book uses standard linguistic terminology. If you encounter an unfamiliar term, it is likely defined within its own alphabetical entry or explained in context.
- **Contextual Application:** While the book provides rules and examples, remember to apply the learned concepts within the broader context of English communication.

## MAINTAINING YOUR COPY

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To ensure the longevity and usability of your "An A-Z of English Grammar & Usage" book, please follow these maintenance guidelines:

- **Storage:** Store the book in a cool, dry place away from direct sunlight and excessive humidity to prevent warping, fading, or mold growth.
- **Handling:** Handle the book with clean hands to avoid transferring oils and dirt to the pages and cover. Avoid bending the cover or pages excessively.
- **Protection:** If transporting the book, consider using a protective sleeve or bag to prevent damage to the cover and spine.
- **Marking:** Use pencils for temporary notes or highlighting, as ink can bleed through pages or become permanent. Erase pencil marks gently.

## COMMON QUESTIONS

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Here are answers to some frequently asked questions regarding the use of this grammar reference:

**Q: How do I find information on a specific verb tense?**

A: Look up the name of the tense (e.g., "Present Perfect") or the verb form (e.g., "Past Participle") in the alphabetical listing. The entry will provide explanations and examples, often with cross-references to related tenses or aspects.

**Q: What if I can't find a specific word or phrase?**

A: Try searching for a related grammatical concept. For instance, if you're looking for "phrasal verbs," you might find it under "Verbs" or a specific preposition. The book's comprehensive nature means most topics are covered, perhaps under a broader category.

**Q: Is this book suitable for beginners?**

A: While comprehensive, its dictionary-like format makes it accessible. Beginners can use it to look up specific points as needed, though a foundational textbook might be beneficial for structured learning before using this as a primary reference.

## SPECIFICATIONS

<b>Title</b>	An A-Z of English Grammar & Usage
<b>Authors</b>	Geoffrey N. Leech, Benita Cruickshank, Roz Ivanic
<b>Publisher</b>	Pearson
<b>Publication Date</b>	July 1, 2001
<b>Edition</b>	2nd Edition
<b>Language</b>	English
<b>ISBN-10</b>	0582405742
<b>ISBN-13</b>	978-0582405745
<b>Item Weight</b>	708 g
<b>Dimensions</b>	14.2 x 3 x 21.6 cm
<b>Pages</b>	656

## SUPPORT

For further inquiries or support regarding "An A-Z of English Grammar & Usage," please refer to the publisher's official resources:

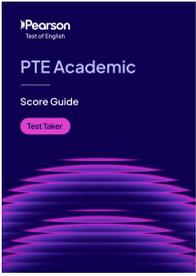
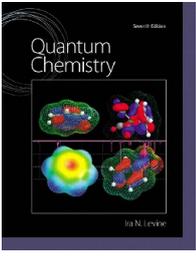
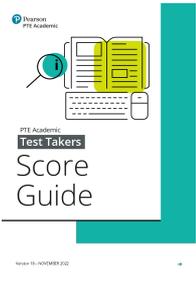
- **Publisher Website:** Visit the Pearson Education website for information on their publications and educational resources. [www.pearson.com](http://www.pearson.com)
- **Educational Resources:** Explore supplementary materials or updated editions that may be available from the publisher.

## WARRANTY INFORMATION

As a published book, "An A-Z of English Grammar & Usage" is typically covered by standard retail return policies for physical goods. Please consult the retailer from whom you purchased the book for their specific return and exchange policies regarding manufacturing defects or shipping damage.

For content-related inquiries or errata, it is recommended to contact the publisher directly through their official website.

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