

FURTHER READING ABOUT EFFECTIVE WRITING

BOOKS

The following books are recommended. Your University or college library may stock some or all of them, or suitable alternatives.

Crystal, David, (1998), *Rediscover Grammar*, Harlow, Longman.

An amusing book written in layman's language with cartoons, which covers the whole range of grammar topics.

Jackson, Howard, (2002), *Grammar and Vocabulary: a Resource Book for Students*, London, Routledge.

This text assumes no prior knowledge, and is a comprehensive introduction to grammar and vocabulary in four stages. Coverage includes sentences, parts of speech, grammar rules and clauses. There are also exercises which draw on real texts.

Peck, John and Coyle, Martin, (1999), *The Student's Guide to Writing: Grammar, Punctuation and Spelling*, Basingstoke, Palgrave.

An essential reference tool for those who don't know their commas from their apostrophes or their adjectives from their adverbs! Also includes a section on writing style.

Truss, Lynne, (2003), *Eats, Shoots and Leaves: the Zero Tolerance Approach to Punctuation*, London, Profile Books.

Modern classic written with a sense of humour and covering punctuation in depth.

WEBSITES

NOTE: Links were live at the time of writing.

<http://owl.english.purdue.edu/handouts/general/#effective>

Lengthy notes on aspects of effective writing including using non-sexist language; paragraphs; sentence clarity; and overcoming writer's block.

<http://www.plainenglish.co.uk/howto.pdf>

Hints and tips on writing plain English, from the long-established Plain English Campaign. Includes keeping your sentences short; choosing words appropriate to the reader; using positive language; and preferring active verbs.

<http://projects.scottishcorpus.ac.uk/aries/home.jsp>

A set of self contained units covering aspects of punctuation and spelling. The units are designed to help you improve your written style, and contain a mixture of explanation and interactive exercises.