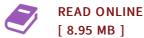




Basic English Review (Business Communications)

By Schneiter Williams, Karen

Cengage Learning, 2009. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: UNIT 1: THE SENTENCE. 1. The Sentence Defined. 2. Kinds of Sentences. 3. Parts of Speech. Nouns, Pronouns, Verbs, Adjectives, Adverbs, Prepositions, Conjunctions, Interjections. UNIT 2: NOUNS. 4. Major Classes of Nouns. Common nouns, proper nouns, collective nouns. 5. Plural Nouns. Forming the plural of nouns, Words with irregular plurals, Nouns always in plural form, Plural forms with singular meaning. 6. Nouns and the Possessive Form. Singular possessive, Plural possessive. UNIT 3: PRONOUNS. 7. Personal Pronouns. Pronoun agreement in person, number, and gender. Case forms of personal pronouns. 8. Indefinite Pronouns. 9. Relative Pronouns. 10. Demonstrative Pronouns, 11. Possessive Pronouns, 12. Interrogative Pronouns. UNIT 4: VERBS. 13. Uses of Verbs. Verbs make statements, Verbs ask questions, Verbs give commands. 14. Helping Verbs and Linking Verbs. Uses of helping verbs, Verb separations, Use of linking verbs with predicate nouns, pronouns, and adjectives. 15. Verb Agreement with Subject. Forms of the Verb Be, Forms of the Verb Have, Plural form with compound subjects. Singular subjects and plural modifiers, Verb agreement with indefinite pronouns, Verb agreement with There, Verb agreement with Or, Verb agreement with collective...



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