

Introduction

Grammar is all about using words effectively. It is not just about rules – it's about putting words together and getting your message across so that everyone understands you. It's about making choices and being in control of your writing.

This book will help you understand different aspects of grammar. As your understanding improves so will your writing. The book begins by describing the different types of words and why they are important. It then goes on to explain how these words can be put together in sentences and texts.

Finding your way around this book

Before you start using this book, write your name in the name box on the first page.

Then decide how to begin. If you want a complete course on grammar, you should work right through the book from beginning to end. Another way to use the book is to dip into it when you want to find out about a particular topic, such as pronouns. The Contents page will help you to find the pages you need.

Whichever way you choose, don't try to do too much at once – it's better to work through the book in short bursts.

When you have found the topic you want to study, look out for these icons, which mark different parts of the text.



This icon shows you the activities that you should complete. You write your answers in the spaces provided. After you have worked through all the activities on the page, turn to pages 57 to 72 to check your answers. When you are sure that you understand the topic, put a tick in the box beside it on the Contents page.

On pages 45 and 56 you will find suggestions for some projects (**Now you try**), which will give you even more opportunities to improve your grammar.

Explanation

This text explains the topic and gives examples. Make sure you read it before you start the activities.



This text gives you useful background information about the subject.