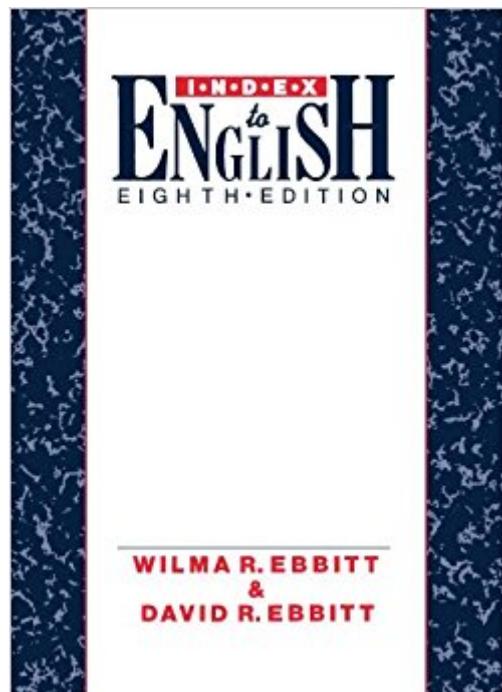


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# Index To English



## **Synopsis**

Through every step of the writing process, writers have to make choices--choices in punctuation, mechanics, diction, and syntax as well as in content, structure, and style. Each decision they make determines to some extent their success in reaching their audience. For fifty years *Index to English* has helped writers make wise decisions by identifying clearly and concisely the choices that are available to them and by explaining which choices are most appropriate in a given context. Now in its eighth edition, this widely popular handbook of American English has been brought up to date with new usage entries, revised recommendations that reflect current practice, and illustrative passages drawn from recent publications--books, popular magazines, learned journals, and newspapers.

Written in the lively style that has helped it become a standard resource, *Index to English* presents in alphabetical order well over six hundred entries dealing with rhetoric, grammar, style, organization, paragraphing, sentence structure, fallacies in reasoning, punctuation, diction, and usage. Entries on particular words and constructions (gender, looking to, reason is because) distinguish between formal, general, and informal styles, and entries like "Business letters" offer advice on special kinds of writing. Extensive cross-referencing enables readers to find what they need quickly and easily. A versatile guide to standard written English, the *Index* is an essential sourcebook for students of composition and an invaluable desk-reference for all writers.

## **Book Information**

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## **Customer Reviews**

"An excellent book, the best guide for composition classes."--Abdul L. Taj, LJackson State

University"Excellent resource."--Jean C. Kast, St. Francis College"A wonderfully convenient handbook of practical applications--concise, clear, complete."--Janis Butler Holm, Ohio University

Wilma R. Ebbitt is at Pennsylvania State University.

I ordered this book a few years ago to assist me when I was building a series of templates to communicate with writing students that I was tutoring. It proved to be very helpful with great examples and clear concise explanations that I could pass on to students, and with the smaller size of 6 1/2 x 9, it was easy to carry along in my laptop case. Another convenient feature is the alphabetical layout making it quick and easy to find items! I refer to it often in my own writing projects and recommended it to many other writers and students. It's right up there withÃ  The Only Grammar Book You'll Ever Need: A One-Stop Source for Every Writing AssignmentÃ  as a great resource for writers and editors alike.

was a gift. much appreciated

This book is an indispensable resource for anyone who writes! I was introduced to it in college in a modern American usage class by a professor who had been an editor for decades. I still use the book constantly as a writer. The way it is formatted makes it easy-to-use when I have a quick language question. Ebbitt and Ebbitt explain complex language issues in a way that cuts through all of the double-speak, contradictory garbage you might get from other resources (like my old high school English teachers). Just buy it.

This is the best reference guide I've found for all of those little grammar and usage questions that pop up. I bought this book in college for a class, and I continue to use it now. It lives on the bookshelf at work. My coworkers and I reference it often (and I've won many a grammar argument thanks to this book). Highly recommended!

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