

# Contents

<b>How to use this book .....</b>	<b>4</b>
<b>Progress chart .....</b>	<b>5</b>
1. Word classes.....	6
2. Pronouns and determiners .....	8
3. Modal verbs and adverbs .....	10
4. Sentence types.....	12
5. Conjunctions and subordinate clauses .....	14
6. Relative clauses.....	16
7. Expanded noun phrases.....	18
8. Verb tenses .....	20
9. Passive verbs.....	24
10. Brackets, dashes and commas.....	26
11. Colons, semi-colons and dashes.....	28
12. Hyphens and commas to avoid ambiguity .....	30
13. Apostrophes to show contraction .....	32
14. Apostrophes for possession.....	34
15. Inverted commas .....	36
16. Prefixes.....	38
17. Suffixes.....	40
18. Synonyms and antonyms .....	42
19. Formal speech and writing.....	44
20. Homophones and near-homophones .....	46
21. Etymology and morphology .....	48
22. Tricky spellings.....	50
<b>Answers.....</b>	<b>54</b>