



**Real World  
Publications**

Reference/Writing Skills

(Book Back Cover – Second Edition)

## Do You Suffer From Comma Trauma?

### Does Grammar Give You Grief?

### Does Capitalization Drive You Crazy?

Have you ever searched for a punctuation, grammar, or capitalization rule and had trouble finding it or understanding the explanation? If so, you will love this book!

*What's the Rule?* includes

- \* a complete reference guide to English punctuation, grammar, usage, sentence structure, and writing style.
- \* clear explanations, written in plain English and numbered for easy access.
- \* color-coded sections with tabs for quick reference.
- \* examples to illustrate every rule.

Plus spelling tips, a glossary of writing terms, an extensive list of commonly confused words, and a guide to 21<sup>st</sup>-century writing issues.

### **The User-Friendly Reference Guide for Today's Classroom and Workplace**

**Kathy Sole** is a businesswoman, college instructor, and corporate trainer. She was formerly vice president of a major commercial bank, manager of a worldwide instructional publications department, and marketing director for two financial institutions. For the past 18 years, she has been the owner of a company that specializes in writing and editing complex government, business, and academic documents. She also teaches university communication courses and conducts corporate writing workshops. Kathy holds a master's degree in communication studies.

### **Writing Rules for the Real World**

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