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Essential Grammar in

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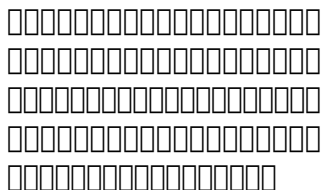
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classroom use.

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This pack consists of the Basic English Grammar B Student Book and the Workbook B. Blending communicative and interactive approaches with tried-and-true grammar teaching, Basic English Grammar, Third Edition, by Betty Schramper Azar and Stacy A. Hagen, offers concise, accurate, level-appropriate grammar information with an abundance of exercises, contexts, and classroom activities. Features of Basic English Grammar, Third

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is ideal either for independent study or for students in schools, colleges, universities and adult classes of all types.

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Based on extensive research, Grammar and Beyond ensures that students study accurate information about grammar and apply it in their own speech and writing. This is the first half of Student's Book, Level 2. The Student's Book is the main component of Grammar and Beyond. In each unit, students study the grammar in a realistic text and through charts and notes informed by a billion-word corpus of authentic language.

The exercises provide practice in reading, writing, listening, and speaking, making this a complete course. Students learn to avoid common mistakes, based on an extensive corpus of learner language. Each unit concludes with a Grammar for Writing section, in which students apply the grammar in an extended writing task.

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*Ballantine Books*

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- coworkers push their work on you—then take credit for it
- you accidentally trash-talk someone in an email then hit "reply all"
- you're being micromanaged—or not being managed at all
- you catch a colleague

in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives.

Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience."—Library Journal (starred review) "I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor."—Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide "Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way."—Erin Lowry, author of Broke



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