

# How Writing Works

## Roslyn Petelin

**From Australia's Grammar Guru comes a must-have writing guide.**

If you went through school in the last 30 years, chances are you never learnt much about grammar, and you may not feel confident about writing effectively for work or uni. You're in good company; Roslyn Petelin's WRITE101X English Grammar and Style is the most popular online course in Australia.

Now Australia's Grammar Guru has packed a career of teaching into a book. This practical guide offers an accessible introduction to the elements of grammar, sentence structure and style. Complete with activities and quizzes, it covers writing for social media, online publications, academic environments, and navigating the writing-reliant workplace. *How Writing Works* should be on the desk of everyone who needs to write: professionals in all fields, bloggers, students and creative writers.

**This is Roslyn Petelin's promise: whether writing is your vocation, your avocation, or both, this book will exponentially improve your writing.**

'What Roslyn Petelin doesn't know about clear, precise writing isn't worth knowing.'

*Leigh Sales, ABC TV*

'A superb guide to great writing in the modern media era.'

*Phil Harding, journalist and broadcaster, London*

'Whether you're a CEO or an intern, the ability to communicate clearly is your biggest asset. Petelin's expert advice in this book will accelerate your career!'

*Damian Kington, Global Head of Marketing, Liquidnet, New York*

**Test your writing skills: see next page**

### ABOUT THE AUTHOR

Australia's Grammar Guru **Associate Professor Roslyn Petelin** created the hugely successful international online course WRITE101X English Grammar and Style offered through the Harvard and MIT Universities' EdEx platform, which to date has attracted more than 330,000 students from over 200 countries and territories. Roslyn also designed the award-winning Program in Writing, Editing, and Publishing at the University of Queensland. She is the co-author of the bestselling *The Professional Writing Guide* and *Professional Communication*, and consults extensively to government and other organisations on writing, editing, and information design.

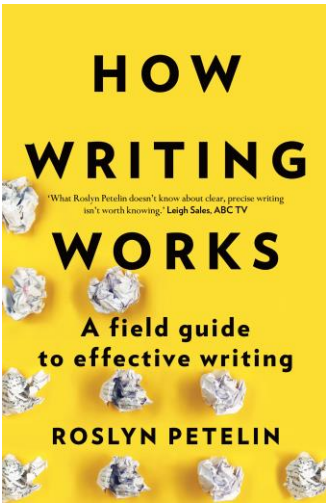
### AUTHOR IS AVAILABLE FOR INTERVIEW

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## 12 TOP GRAMMAR MISTAKES

1. Between you and I. (it should be 'between you and me'.)
2. They invited him and myself. (It should be 'him and me'.)
3. They would of gone. (It should be 'they would have gone'.)
4. Stories I only tell my friends. (It should be 'Stories I tell only my friends'.)
5. To get the job, her résumé had to be polished. (Résumés can't apply for jobs.)
6. The rich are very different to you and me. (Change 'to' to 'from' to make sense.)
7. The boy and his father agreed that he was a great sport. (Can you decide whether 'he' refers to the boy or his father?)
8. A hierarchy of subjects still exist/exists in Australian schools. (Either is acceptable here.)
9. I'd like to thankyou for the invitation. (It should be 'thank you'.)
10. The staff were unanimous in support of their manager. (It should be 'was' because the word 'staff' is singular in this sentence.)
11. You need a knack to getting on with your friends. (It should be 'a knack for getting on with your friends'.)
12. I finished the job early, however I had other work to do. (I finished the job early; however, I had other work to do. The original sentence has a comma 'splice'. Commas can't splice two sentences.)

### Grammar 'errors' that may not be errors at all

1. Fewer, not less, than 12 items at this register.
2. Among, not between, for more than two people.
3. One another, not each other, for more than two people.
4. 'They' in place of 'he/she'. This is widely accepted in Australia. (Australia was in the vanguard in accepting this decades ago. Only recently have some American publications accepted it and it is not widespread in the UK or Asia.)

**PUBLISHED:** 26 October 2016

**IMPRINT:** Allen & Unwin

**CATEGORY:** Non-Fiction: Writing Guides **Extent:** 336 pp **RRP:** \$39.99

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