

Short Cuts to Effective English

'This book is a grammarless grammar!
It teaches you how to speak and
write correct English without memorizing
cumbersome rules and terms.

It helps you solve language problems
by using what you already know.

It's fast and easy. It's tested. It works.'

by **Harry Shefter**

Professor of English, New York University



WASHINGTON SQUARE BOOKS

People who speak and write correctly get ahead faster. If you doubt it, read the introduction to this book written by an executive of General Electric. But can you learn to use effective English without mastering complicated grammatical terminology?

Thousands of Professor Shifter's classroom and television students have found it easy to do so by applying 5 simple devices:

TEST IT!

REVERSE IT!

ADD TO IT!

CROSS OUT!

SUBSTITUTE!

These *short cuts* provide a complete home study course in self-improvement of language skills, including a daily and monthly program as well as a separate section of tests in English usage from typical city, state, and federal civil service examinations.