Merriam Webster Guide To Punctuation And Style

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this book sets the ground rules for effective business writing and provides authoritative solutions to the communication problems faced most often at the office key topics include style in business correspondence forms of address the mechanics of writing and composition and grammar

write with confidence with this informative quick reference guide to punctuation and style answers questions about punctuation capitalization italicization abbreviation quotation and documentation of sources provides instructions for preparing notes and bibliographiesincludes a guide to copyediting and proofreading firmly based on real life source material reflecting both the consensus and the variety in american published writing

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