

THE GREGG REFERENCE MANUAL

A STYLE, GRAMMAR, USAGE, AND FORMATTING MANUAL

SABINE GARGNER + STRASHOK

15 The Gregg Reference Manual

Tom Goldstein, Jethro K. Lieberman



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The Gregg Reference Manual William A. Sabin, 1999 The Gregg Reference Manual is a handbook of grammar usage primarily intended for office administration students. Students in this market spend most of their time editing reports and letters for grammar style and format. With the Gregg manual, students become proficient at editing business communication through the instruction on grammar spelling usage and have exercises to refine their skills in the accompanying worksheets. This edition has been updated to include only references to word processing software while eliminating mention of the typewriter. While the emphasis is on grammar, there is some instruction on general office procedures dictating filing.

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