

Here is the latest edition of a practical self-teaching manual that can also be used in courses that teach writing fundamentals on a high school or college-101 level. The books open and friendly style and constant references to the real world make it especially suitable for corporate training programs. Guidelines and style rules cover term papers, essays, business and personal letters, office memos and reports, and other forms of correspondence. Also covered in detail are general rules governing written English grammar, punctuation, sentence structure, paragraph structure, and correct word usage. Writing samples demonstrate the dos and donts of correct and effective written English.

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