



Commonsense Grammar and Style: The Textbook

By Phillip S. Sparks

Ideas into Books WESTVIEW. Paperback. Book Condition: New. Paperback. 184 pages. Dimensions: 11.1in. x 8.3in. x 0.4in.CommonSense Grammar and Style was written with the business professional in mind. It will help you, the professional, write better letters and memorandums. It will help you avoid common errors, organize your messages, express yourself clearly, and find more information when you need it. It will teach you the basic survival skills. The emphasis in CommonSense Grammar and Style is always on simplicity. When several approaches to a common problem are possible, this book presents the least complicated and the most consistent. If you follow its advice, you will be on safe ground, but you must realize that other good writers may choose other correct solutions. CommonSense Grammar and Style relies on Merriam-Websters Collegiate Dictionary (called Merriam-Webster) for the spelling of words and abbreviations. Merriam-Webster is widely recognized as the American standard. In matters of usage, especially business usage, CommonSense Grammar and Style depends heavily on The Gregg Reference Manual (called Gregg) by William A. Sabin. Careful readers will, however, notice occasional differences between the two. For example, Gregg ignores Merriam-Websters simplification of abbreviations while this book welcomes it, and Gregg does not object...



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