

[PDF] The Gregg Reference Manual: A Manual Of Style, Grammar, Usage, And Formatting Tribute Edition

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Books Details:

Title: The Gregg Reference Manual: A

Author: William Sabin

Released:

Language:

Pages: 784

ISBN: 0073397105

ISBN13: 9780073397108

ASIN: 0073397105

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Description:

The Gregg Reference Manual is intended for anyone who writes, edits, or prepares material for distribution or publication. For over fifty years this manual has been recognized as the best style manual for business professionals and for students who want to master the on-the-job standards of

business professionals.

Features of the New Edition

The eleventh edition of The Gregg Reference Manual has been revised and enhanced to satisfy the continually evolving demands of business and academic writers. In addition, this special four-color edition of GRM pays tribute to the author Bill Sabin with personal photographs and a new biographical essay.

Other Components of the Eleventh Edition

A number of supplementary components are available online for trainers, instructors and students including:

1. Basic Worksheets
2. Comprehensive Worksheets
3. Trainer's Resource Manual
4. Instructor's Resource Manual

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