



Prentice Hall Style Manual/a Complete Guide With Model Formats for Every Business Writing Occasion

Mary A. De Vries

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Here is a comprehensive two-part guide with model formats for every business writing occasion. Covering the essentials of writing style and formatting, it is an absolute must for anyone who does any kind of business writing. Includes 200 models in 125 categories, and is completely cross-referenced and packed with illustrative examples of every point of style.

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