

# Pearson Business Reference and Writer's Handbook



## PEARSON BUSINESS REFERENCE AND WRITER'S HANDBOOK

Roberta Moore • Patricia Seraydarian • Rosemary Fruehling

Grammar, Mechanics, and Usage

Writing Process and Style

Document Content, Format, and Design

User Reference Tools

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This easy-to-use reference tool helps users quickly access the information they need to solve writing problems and improve their use of Standard English. Offering a two books-in-one approach, it includes principles for producing grammatically correct documents (business reference manual) and concrete examples of how to improve and modify writing to meet specific communications objectives (writing handbook). Its functional organization is underscored by its color-coded design, clearly distinguishing between parts, sections, headings and topics so material is quick and easy to find. This book comes with a FREE eBook access code!

作者介绍:

目录:

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