



The Business Grammar Handbook

By Scott R. Pancoast, Lance M. White

Rowman & Littlefield. Paperback. Book Condition: new. BRAND NEW, The Business Grammar Handbook, Scott R. Pancoast, Lance M. White, The Business Grammar Handbook provides simple-to-read, easy-to-remember grammatical tips and instructions in clear layman's terms. These lessons are presented in a proven 'challenge the review' technique which is engrossing, surprising, and makes learning grammatical rules an enjoyable endeavor. The authors include excerpts from hundreds of actual business documents to test your writing skills and illustrate and correct the most common grammatical pitfalls executives must avoid. All examples are taken from real-life business and professional situations--actual memos, articles, annual reports and transcripts of national news reports. Short tests help you master the forty essential guidelines necessary for avoiding the most frequent errors that occur in everyday business encounters.



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