



## Commonsense Grammar and Style: The Textbook (Paperback)

By Phillip S Sparks

Ideas Into Books Westview, United States, 2004. Paperback. Condition: New. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.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-Webster's 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-Webster's simplification of abbreviations while this...



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*This publication may be really worth a go through, and a lot better than other. It really is written in simple terms and never difficult to understand. Once you begin to read the book, it is extremely difficult to leave it before concluding.*

-- **Natalie Abbott**

*This book will not be simple to get going on reading but extremely exciting to read through. Yes, it can be playful, still an interesting and amazing literature. I am very easily could possibly get a delight of reading a written book.*

-- **Rene Olson**