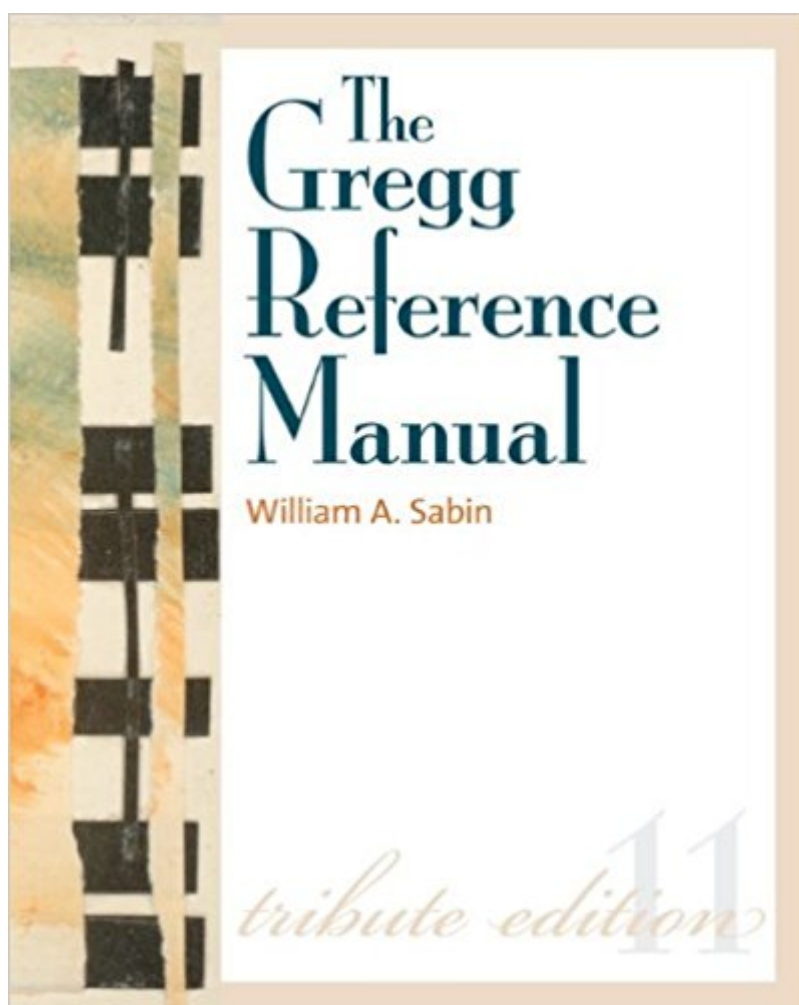


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The Gregg Reference Manual: A Manual Of Style, Grammar, Usage, And Formatting Tribute Edition



Synopsis

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: Basic Worksheets Comprehensive Worksheets Trainerâ™s Resource Manual Instructorâ™s Resource Manual Visit The Gregg Reference Manual Resource Center www.mhhe.com/grm11

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Customer Reviews

William A. Sabin was a publisher of business books for The McGraw-Hill Companies and the coauthor of College English.

I purchased this book because a professional mentor of mine shared with me how valuable her book was to her. I must admit it has the answer to seemingly any grammar question one could ask. The only challenge I face with the book is finding what I'm looking for. I am so used to using Google

to simply state: "When to use then or than," that looking through a reference manual seems tedious. Overall the book is a great resource once you familiarize yourself with how to search your topic.

This book contains so much information in it! It is a great book to have if you work in an office or if you are writing a lot of papers, or if you just are interested in proper writing techniques. I had to get this book for a class, and most people re-sell their school textbooks, but this one is one I will be keeping for my bookshelf forever. I really feel like it will be a handy book to fall back on later down the road in my career field.

Just what I need for every grammatical situation. Well organized and the spiral binding is so handy.

This book is in excellent condition, and I have used it a lot for my class. Very pleased with this purchase

This book in general can be very hard to follow for anyone that doesn't have a lot of experience in English grammar already. It's not a great book for learning the basics or concepts. It literally is only good to use as a reference. I wish they would have assigned a better book for my class.

Handy for business and school environment. Useful for an occasional reference in grammar. For example, it's easy to forget the usage of a semicolon and colon when you don't use it all the time.

I use Gregg over any other manual when I do proofreading. It is well organized and even fun to read. I am having trouble with the Access Card. I got it installed and a menu comes up, but that's as far as it goes. It could be because I'm running Windows 8.1. I just haven't pursued it yet.

Thorough, correct, readable and searchable. In other words, invaluable.

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