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By Kim Kerrigan

Corporate Classrooms, 2016. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****. Hear what others are saying about Punctuation and Language Usage Made Easy! Joe Gaken, Administrative Assistant Mechanical Engineering Department, Massachusetts Institute of Technology I work in bustling work environment where everyone from high school graduates to Ph.D.s require immediate attention. So, it s expected I communicate directly, clearly, and promptly-with no errors. That s why Punctuation and Language Usage Made Easy is always within reach throughout my day. It s written with the user in mind so I can find the appropriate solutions to my difficult or challenging writing situations in moments. This little guidebook is a stellar, powerful resource, and I am definitely more efficient and effective because of it! Mary Gorman, Consultant, Strategic Planning and Development I have been a big fan of Kim Kerrigan and Steven Wells and their publications ever since they coauthored their first books on grammar and writing for business people. And, once again, they have written another timely book certain to improve the language skills of thousands of people. Punctuation and Language Usage Made Easy is undoubtedly a bonus for workplace professionals who want clear and...



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