

1. Record Nr.	UNINA9910459156803321
Autore	Wilson K (Kevin), <1958->
Titolo	AMA handbook of business writing [[electronic resource]] : the ultimate guide to style, grammar, usage, punctuation, construction, and formatting / / Kevin Wilson and Jennifer Wauson
Pubbl/distr/stampa	New York, : American Management Association, 2010
ISBN	1-78402-222-5 1-62198-329-3 1-282-72938-1 9786612729386 0-8144-1590-3
Edizione	[1st edition]
Descrizione fisica	1 online resource (666 p.)
Altri autori (Persone)	WilsonK <1958-> (Kevin) WausonJennifer
Disciplina	808/.06665
Soggetti	Commercial correspondence Business writing English language - Business English Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	CONTENTS; Loan, Lend; INTRODUCTION; ACKNOWLEDGMENTS; SECTION 1 The Writing Process; Audience Analysis; Brainstorming; Research; Interviewing; Outlining; Writing a Draft; Business Writing Style; Using Visuals; Page Design; Publication Design; Editing; Proofreading; Document Review; Revisions; Documenting Sources; Footnotes and Endnotes; Bibliographies; Global Communications; Collaborative Writing; Promotional Writing; SECTION 2 The Business Writer's Alphabetical Reference; A, An; Abbreviations; Titles Before and After Names; Names; Mathematical Units and Measurements; Long Phrases Words Used with Numbers Common Latin Terms; States and Territories; Things You Should Not Abbreviate; Spacing and Periods for Abbreviations; Guidelines for Using Abbreviations in Your Writing; Abbreviations for Measurements; Abbreviations for Numbers; Above,

Below; Absolute Form of an Adjective; Absolute Phrase; Absolutely; Abstract Nouns; Accent Marks; Accept, Except; Access, Excess; Acronyms; Action Verbs; Active Voice; A.D.; Adjectival Noun; Adjectival Opposites; Adjective Phrase; Adjectives; Placement of Adjectives in a Sentence; Use of Multiple Adjectives; Degrees of Adjectives Irregular Form Adjectives A-Adjectives; Adjuncts, Disjuncts, and Conjuncts; Adverbial Clause; Adverbial Phrase; Adverbs; Prepositional Phrases Acting as Adverbs; Infinitive Phrases Acting as Adverbs; Adverbs in a Numbered List; Adverbs to Avoid; Positioning Adverbs in a Sentence; Order of Adverbs; Inappropriate Adverb Order; Viewpoint Adverbs; Focus Adverbs; Negative Adverbs; Advice, Advise; Affect, Effect; Affixes; African-American; Age; Agents; Agreement; Aid, Aide; Alike; A Little; Allegories; Alliteration; All Right, Alright; Allusion, Illusion; Alone, Lonely; A Lot, A lot, Allot Already, All Ready Altogether, All Together; Ambitransitive Verbs; American English, British English; Among, Between; Ampersand; A.M., P.M.; An; Anadiplosis; Anaphora; And Also; And/Or; Angry, Mad; Animate Nouns; Antagonyms; Antecedent; Anti-; Antimetabole; Antonyms; Any, Either; Any, Some; Apart, A Part; Apodosis; Apostrophe; Appears, Displays; Appendix; Apposition; Appositives; Articles; As, Like; Assure, Insure, Ensure; Asterisks; As to Whether; As Well As; Autoantonyms; Auxiliary Verbs; Average, Mean, Median; A While, Awhile; Awful, Awfully; Bad, Badly; Back-Channeling; Backslash, Slash Back up, Backup Base Form of a Verb; Basically, Essentially, Totally; B. C.; Because, Since, As; Been, Gone; Being That, Being As; Below; Beside, Besides; Between, Among; Bias, Biased; Biased or Sexist Language; Bibliography; Billion; Biweekly, Bimonthly, Semiweekly, Semimonthly; Blind; Blog, Weblog; Bold Fonts; Bored, Boring; Both, Alike; Both, Each; Brackets; Changes to Quoted Material; Digressions within Parentheses; Brake, Break; Brand Names; Breath, Breathe; Bring, Take; British English; Bulleted List; Bushel; Business, Right; Buzzwords; By, Bye, Buy; By, Until; Call Back, Callback Call Out, Callout

Sommario/riassunto

An indispensable desktop reference for every business professional!
