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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, Alot, 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!
