1.	Record Nr.	UNINA9910777074303321
	Autore	Swenson Jack
	Titolo	The building blocks of business writing / / Jack Swenson
	Pubbl/distr/stampa	Los Altos, Calif., : Crisp Publications, c1991
	ISBN	1-4175-2069-8
	Descrizione fisica	1 online resource (78 pages)
	Disciplina	808/.06665
	Soggetti	Business writing
	Lingua di pubblicazione	Inglese
	Formato	Materiale a stampa
	Livello bibliografico	Monografia
	Nota di contenuto	""TITLE""; ""COPYRIGHT""; ""CONTENTS""; ""CHAPTER 1 INTRODUCTION""; ""A Simple Procedure""; ""Start at the Beginning""; ""Building the Foundation""; ""No Shortcuts""; ""Getting Started""; ""CHAPTER 2 GRAMMAR""; ""Express Yourself in Complete Sentences""; ""What Is A Sentence?""; ""Recognizing Incomplete Sentences""; ""Run-Together Sentences""; ""Fixing Faulty Sentences""; ""Review""; ""Common Grammar Errors""; ""1 Omitting Verb Endings""; ""2 Shifts in Time""; ""3 Missing Articles""; ""4 Wrong Prepositions""; ""5 Errors in Agreement""; ""6 Unclear Reference""; ""7 Misplaced Phrases"" ""8 Awkward Lists"" ""9 Nonstandard Words""; ""Standard English and Dialects""; ""Special Problems of Nonnative Speakers""; ""CHAPTER 3 SPELLING""; ""Let the Computer Do It?""; ""Commonly Confused Words""; ""Spelling Rules""; ""CHAPTER 4 PUNCTUATION""; ""Six Punctuation Marks""; ""Commas""; ""Apostrophes""; ""CHAPTER 5 MECHANICS""; ""Capital Letters""; ""ALWAYS CAPITALIZE:""; ""NEVER CAPITALIZE:""; ""Quotation Marks""; ""Format and Appearance of Letters and Memos""; ""CHAPTER 6 STYLE""; ""Developing Your Writing Skills""; ""What Is Style?""; ""How to Write With Style""
	Sommario/riassunto	Introduces a three-stage process to help readers build their writing skills.

2.	Record Nr.	UNINA9910873529203321
	Titolo	RFID SysTech 2008 : 4th European Workshop on RFID Systems and Technologies, June 10-11, 2008 in Freiburg, Germany, Institute of Computer Science and Social Studies (IIG), University of Freiburg in Germany / / organised in cooperation with the Organic Electronics Association (OE-A) and Mobile Data Capture (AIM) ; [organized by] Informationstechnische Gesellschaft im VDE (ITG)
	Pubbl/distr/stampa	VDE
	Soggetti	Radio frequency identification systems Business logistics
	Lingua di pubblicazione	Inglese
	Formato	Materiale a stampa
	Livello bibliografico	Monografia
3.	Record Nr.	UNINA9910895765203321
	Titolo	A Magyar Tudományos Akadémia Nyelv- és Irodalomtudományok Osztályának közleményei
	Pubbl/distr/stampa	Budapest, 1951-82
	Descrizione fisica	1 online resource
	Disciplina	494/.511/060439
	Soggetti	Hungarian philology Periodicals. Zeitschrift
	Lingua di pubblicazione	Hungarian
	Formato	Materiale a stampa
	Livello bibliografico	Periodico