

A Manual of Correct Usage

The Secretary's Handbook

*Sarah Augusta Taintor
and Kate M. Monro*

NINTH EDITION, fully updated, revised and modernized
by Kate M. Monro and Margaret Shertzer

The Complete Book for Today's Secretary

- * **HOW TO WRITE:** letters, invitations, minutes, reports
- * **HOW TO USE:** the telephone, the typewriter, abbreviations,
italics, punctuation, grammar
- * **HOW TO BE EFFICIENT IN:** filing, spelling, proofreading,
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a secretary must know

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