

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
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indexing — everything
a secretary must know

Successful Secretarys Handbook

Royal Arch Masons



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Procedures for the Professional Secretary Patsy Fulton-Calkins,Joanna D. Hanks,1985

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Better Office Skills and Service United States Civil Service Commission. Communications and Office Skills Training Center,1975 *Resources in Education* ,1997

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