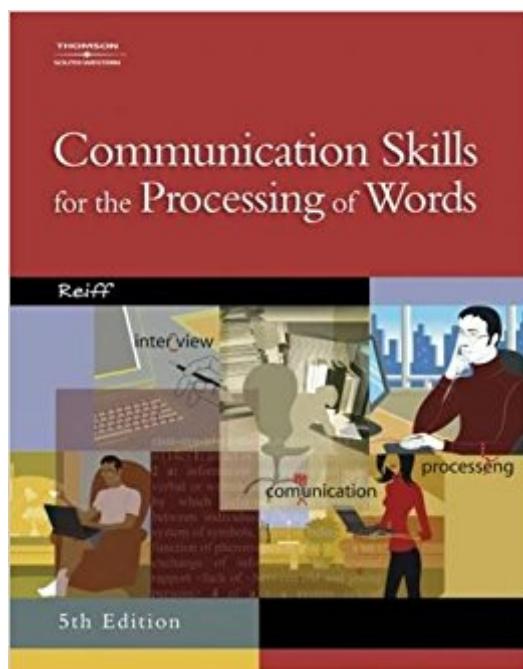


The book was found

Communication Skills For The Processing Of Words



Synopsis

This text is designed to help students become more effective communicators. Students will master using correct grammar, punctuation, capitalization, and proofreading skills as they format business documents. These basic communication skills are necessary in order to qualify for entry-level jobs and assist students in their continuing journey up the career ladder. The text-workbook may be used in any type of classroom environment in which words are processed.

Book Information

Spiral-bound: 222 pages

Publisher: South-Western Educational Pub; 5 edition (July 21, 2004)

Language: English

ISBN-10: 0538439548

ISBN-13: 978-0538439541

Product Dimensions: 0.5 x 8.8 x 10.5 inches

Shipping Weight: 1.1 pounds (View shipping rates and policies)

Average Customer Review: 3.2 out of 5 stars 8 customer reviews

Best Sellers Rank: #407,410 in Books (See Top 100 in Books) #121 in Books > Business & Money > Processes & Infrastructure > Office Automation #130 in Books > Computers & Technology > Software > Word Processing #1663 in Books > Reference > Words, Language & Grammar > Communication

Customer Reviews

Unit 1: Commas. Parenthetical Expressions. Appositives. Additional Explanatory Expressions. Direct Address. Sentence Exercise. Word Processing Assignments. Dictionary Usage. On the Alert A. On the Alert B. Proof of Mastery A. Proof of Mastery B. Unit 2: Commas (Continued). Items in a Series. Introductory Phrases and Clauses. Conjunctions. Sentence Exercise. Word Processing Assignments. Dictionary Usage. On the Alert A. On the Alert B. Proof of Mastery A. Proof of Mastery B. Unit 3: Commas (Concluded). Dashes and Hyphens. Coordinate Adjectives. Nonrestrictive Clauses. Afterthoughts and Sentence Interruptions. Hyphens: Compound Adjectives. Sentence Exercise. Word Processing Assignments. Dictionary Usage. On the Alert A. On the Alert B. Proof of Mastery A. Proof of Mastery B. Unit 4: Semicolons. Replacing Conjunctions. Before Conjunctions in Compound Sentences. Before Transitional Words or Phrases. Between Items in a Series. Sentence Exercise. Word Processing Assignments. Dictionary Usage. On the Alert A. On the Alert B. Proof of Mastery A. Proof of Mastery B. Unit 5: Apostrophes. Possessives: Nouns Not Ending in S.

Possessives: Plural Nouns Ending in S. Sentence Exercise. Word Processing Assignments. Dictionary Usage. On the Alert A. On the Alert B. Proof of Mastery A. Proof of Mastery B. Unit 6: Apostrophes (Concluded). Possessives: Singular Nouns Ending in S. Possessives: Joint and Separate Ownership. Contractions. Sentence Exercise. Word Processing Assignments. Dictionary Usage. On the Alert A. On the Alert B. Proof of Mastery A. Proof of Mastery B. Unit 7: Colons. After Salutations and between Word Originator's and Keyboarder's Initials. After As Follows and The Following in Independent Clauses. After Introductory Independent Clauses. Between Hours and Minutes Expressed in Numerals. Before Quotations That Are Preceded by Independent Clauses. Sentence Exercise. Word Processing Assignments. Dictionary Usage. On the Alert A. On the Alert B. Proof of Mastery A. Proof of Mastery B. Unit 8: Quotation Marks. Direct Quotations. Quotations after Independent Clauses. Quotation Marks with Periods. Commas. Semicolons. and Colons. Quotation Marks with Question Marks and Exclamation Points. Titles of Publications. Sentence Exercise. Word Processing Assignments. Dictionary Usage. On the Alert A. On the Alert B. Proof of Mastery A. Proof of Mastery B. Unit 9: Homonyms. Homonyms. Sentence Exercise. Word Processing Assignments. Dictionary Usage. On the Alert A. On the Alert B. Proof of Mastery A. Proof of Mastery B. Unit 10: Numbers. Numbers from One through Ten and Above. Related Numbers. Numbers at the Beginning of Sentences. Indefinite or Approximate Amounts. Dates. Ordinals. Sentence Exercise. Word Processing Assignments. Dictionary Usage. On the Alert A. On the Alert B. Proof of Mastery A. Proof of Mastery B. Unit 11: Numbers (Concluded). Money Amounts. Adjacent Numbers. Percentages and Time. Building and Street Numbers. Dimensions, Weight, Quantities, and Sizes. Sentence Exercise. Word Processing Assignments. Dictionary Usage. On the Alert A. On the Alert B. Proof of Mastery A. Proof of Mastery B. Unit 12: Capitalization. Parts of Proper Nouns. Organizational Terms. Persons' Titles Preceding Names. Persons' Titles Following Names. Persons' Titles That Stand Alone. Sentence Exercise. Word Processing Assignments. Dictionary Usage. On the Alert A. On the Alert B. Proof of Mastery A. Proof of Mastery B. Unit 13: Capitalization (Concluded). Place Names and Geographic Terms. Titles of Books, Magazines, and Articles. Names of Seasons. Trade Names. Words before Figures. Sentence Exercise. Word Processing Assignments. Dictionary Usage. On the Alert A. On the Alert B. Proof of Mastery A. Proof of Mastery B. Unit 14: Misused Words. Accept, Except. Advice, Advise. Affect, Effect. All Ready, Already. All Together, Altogether. Among, Between. Angry, Mad. Any, Either. Bad, Badly. Beside, Besides. Sentence Exercise. Word Processing Assignments. Dictionary Usage. On the Alert A. On the Alert B. Proof of Mastery A. Proof of Mastery B. Unit 15: Misused Words (Concluded). Better, Best. Differ From, Differ With. Farther, Further. Fewer, Less. Lay, Lie.

Loose, Lose. May Be, Maybe. Passed, Past (Also listed as a homonym in Unit 9). Real. Very Recent, Resent. Some Time, Sometime. Sentence Exercise. Word Processing Assignments. Dictionary Usage. On the Alert A. On the Alert B. Proof of Mastery A. Proof of Mastery B. Unit 16: Troublesome Pronouns. Personal Pronouns after Verb To Be. Personal Pronouns as Part of Compound Subjects. Personal Pronouns after Prepositions. Personal Pronouns as Objects of Verbs. Personal Pronouns after As or Than. Sentence Exercise. Word Processing Assignments. Dictionary Usage. On the Alert A. On the Alert B. Proof of Mastery A. Proof of Mastery B. Unit 17: Troublesome Pronouns (Concluded). Generic Pronouns. Singular Personal Pronouns. Personal Pronouns before Verbs Ending in -ing. Relative Pronouns Who and Whom. Sentence Exercise. Word Processing Assignments. Dictionary Usage. On the Alert A. On the Alert B. Proof of Mastery A. Proof of Mastery B. Unit 18: Subject and Verb Agreement. Singular and Plural Subjects. Subjects and Verbs Separated by Intervening Words. Collective Nouns. Either-Or. Neither-Nor. Special Cases. A Number. The Number. Firm Names. Sentence Exercise. Word Processing Assignments. Dictionary Usage. On the Alert A. On the Alert B. Proof of Mastery A. Proof of Mastery B. Reference Guide. Achievement Reviews. Index.

it says on the description "some highlighting" i was good with that but has all the answers writing on it should be saying "has everything writing on it "

This book works out just fine for my class. It was a good price and it came fast. There was a lot of writing in it, but that was okay, because I just needed it for class. As far as the book, it's a great practice of grammar!

The book was in good condition but after doing a couple of chapters realized I needed the CD that wasn't included. Now I have to return the book and order another one. Very disappointed.

Good book in terms of presentation of subject matter and layout. I am definitely learning.

Great condition

school book

The book's cover was seperated on top and bottom by rings and every page had ALL answers

written in it (with pen). I am extremely disappointed in this product and in the seller's description. They did NOT indicate that all the answers were written in. If I had known, I definately would have not bought the product.

haven't used it yet in class but it was delivered promptly and was new as advertised.

[Download to continue reading...](#)

Communication Skills for the Processing of Words Emotional Intelligence: How to Increase EQ, Interpersonal Skills, Communication Skills and Achieve Success (emotional intelligence, emotions, how to read ... problem solving, communication Book 3) SAT Vocabulary Words Flashcards: 500 Most Common Words, 600 Words from the Official Study Guide, and 5000 Comprehensive Words for Full Mastery Communication and Communication Disorders: A Clinical Introduction (4th Edition) (Allyn & Bacon Communication Sciences and Disorders) Communication, Media, and Identity: A Christian Theory of Communication (Communication, Culture, and Religion) Health Communication: From Theory to Practice (J-B Public Health/Health Services Text) - Key words: health communication, public health, health behavior, behavior change communications Marriage: How To Save And Rebuild Your Connection, Trust, Communication And Intimacy (FREE Bonus Included) (Marriage Help, Save Your Marriage, Communication Skills, Marrige Advice) Marriage: Save Your Marriage- The Secret to Intimacy and Communication Skills (marriage, relationships, save your marriage, divorce, love, communication, intimacy) More Than Words: Helping Parents Promote Communication and Social Skills in Children with Autism Spectrum Disorder Persuasion: Influence People - Specific Words, Phrases & Techniques to Unlock People's Brains (Persuasion, Influence, Communication Skills) Discrete-Time Signal Processing (3rd Edition) (Prentice-Hall Signal Processing Series) Materials Processing: A Unified Approach to Processing of Metals, Ceramics and Polymers Multidimensional Digital Signal Processing (Prentice-Hall Signal Processing Series) Discrete-Time Signal Processing (2nd Edition) (Prentice-Hall Signal Processing Series) Words Of Jesus - Complete Words Of Jesus only - KJV: New Testament - Only The Words Of Jesus 1000 Totally Unfair Words for Scrabble & Words With Friends: Outrageously Legitimate Words to Crush the Enemy in Your Favorite Word Games (Flash Vocabulary Builders) Mixed Cross Words: Cross Words with Dictionary words and Names Words That Hurt, Words That Heal: How to Choose Words Wisely and Well Khmer Language: 300+ Essential Words In Khmer - Learn Words Spoken In Everyday Khmer (Learn Khmer, Cambodia, Fluent Khmer): Forget pointless phrases, Improve ... (Learn Khmer, 300 useful words in khmer) Learn Spanish Vocabulary Words with Volcano Spanish: Erupt Your Spanish Vocabulary by Adding Hundreds of Words Using English Words You Already

Know

Contact Us

DMCA

Privacy

FAQ & Help