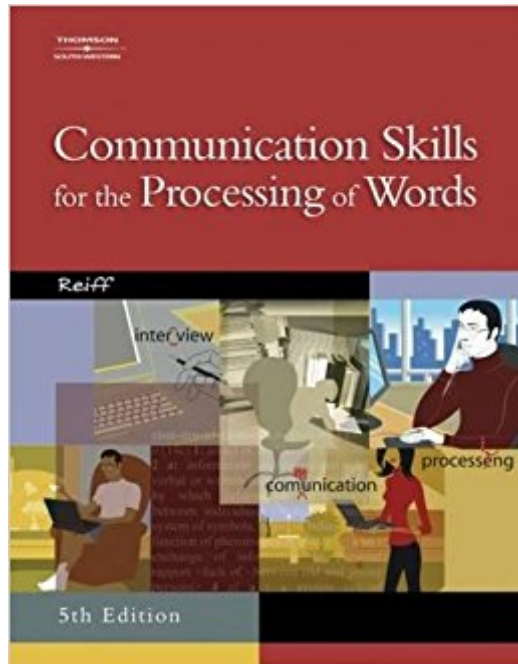




The book was found

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

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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.

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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 "

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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

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