



## Synopsis

Since 1975, *HOW* and its subsequent editions have been a prominent reference source for business writers, office personnel, and students. With every new edition, *HOW* has kept pace with changes in our language and the business environment, striving to provide a useful and easy-to-understand reference manual for all professionals involved in organizational operations. It includes detailed and precise information for writing, formatting, and transmitting communications. Unlike other reference books, *HOW 13* is tailored for writing style, grammar, mechanics, and techniques in a business/office environment. This text can be used as a stand-alone reference or as a supplement. Available with InfoTrac Student Collections <http://goengage.com/infotrac>.

## Book Information

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Average Customer Review: 5.0 out of 5 stars [See all reviews](#) (6 customer reviews)

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## Customer Reviews

Great product This is a wonderful resource that you will refer to many times. I highly recommend it.

We have found it useful

A must for a secretary!

I believe that this manual is better than The Gregg Reference Manual; I own both. It is much MUCH easier to navigate, and whenever I can't find something in the GRM, I always find it here. Also, *HOW* updates much more regularly.

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