

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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Sarah Augusta Taintor, Kate M. Monro

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Administrative Assistant's and Secretary's Handbook James Stroman, Kevin Wilson, 1995-01 This comprehensive but compact guide sets the standard for any secretary or administrative assistant who wants to be perceived as a skilled professional It is written in down to earth language and organized for easy reference Topics include daily duties recordkeeping overview of word processing databases spreadsheets and communications etc

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The Secretary's Handbook Sarah Augusta Taintor, Kate M. Monroe, 1969

Complete Secretary's Handbook Lillian Doris, Besse May Miller, 1951

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U.S. Environmental Protection Agency Library System Book Catalog Holdings as of July 1973 United States. Environmental Protection Agency. Library Systems Branch, 1974

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The Secretary's Handbook and Office Manual Elmer Willard Leighton, 2013-08 Originally published by Doubleday Doran Company Inc New York 1940

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