

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

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- * **HOW TO USE:** the telephone, the typewriter, abbreviations,
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- * **HOW TO BE EFFICIENT IN:** filing, spelling, proofreading,
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In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Secretarys Handbook** a literary masterpiece penned with a renowned author, readers set about a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book is core themes, assess its distinct writing style, and delve into its lasting affect the hearts and minds of those that partake in its reading experience.

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