

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,
italics, punctuation, grammar
- * **HOW TO BE EFFICIENT IN:** filing, spelling, proofreading,
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