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## Canadian Style: A Guide to Writing and Editing (Revised & expanded ed)

By Secretary Of State Staff

Dundurn Group Ltd. Paperback. Book Condition: new. BRAND NEW, Canadian Style: A Guide to Writing and Editing (Revised & expanded ed), Secretary Of State Staff, The book also covers letter, memo, and report formats, notes, indexes and bibliographies, and basic grammar rules. A novel appendix suggests ways in which the reader can avoid sexual, racial and ethnic stereotypes in written correspondence. The Canadian Style is an indispensable language guide for editors, copy writers, students, teachers, lawyers, journalists, secretaries and business people -- in fact, anyone writing in the English language in Canada today. This revised edition of The Canadian Style continues to set the standard for English language usage in Canada. The reasonably priced handbook is cross-referenced and its indexed chapters make it a convenient reference guide. The revised edition provides concise and up-to-date information on the sometimes confusing questions of when to capitalise, distinguishing between Canadian vs. American and/or British spelling and problems of usage. It also deals with metric units, dates, and the representation of time.



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