



Shortcuts for the Student Writer

Jay Silverman, Elaine Hughes, Diana Wienbroer

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Based on the popular textbook *Rules of Thumb*, this handy quick-reference guide has been designed for use by students or anyone else in need of writing advice. It's an all-in-one, at-a-glance resource that provides fast, concise answers to common questions about:

- Grammar
- Punctuation
- Style
- Usage
- Formal Correspondence
- E-mails
- Memos
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