

Merriam-Webster's Secretarial Handbook (Third Edition)

By Merriam-Webster

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From proper letter construction to international shipping instructions, from guidance on office etiquette to advice on purchasing software--this thoroughly revised edition of this classic reference provides practically everything the office professional needs to know to face the challenges of the 1990s, in a concise, easy-to-read style.

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Editorial Review

About the Author
Since 1937. Merriam-Webster is America's foremost publisher of language-related reference works. The company publishes a diverse array of print and electronic products, including Merriam-Webster's Collegiate® Dictionary, Eleventh Edition – America's best-selling desk dictionary – and Webster's Third New International Dictionary, Unabridged. Merriam-Webster can be considered the direct lexicographical heir of Noah Webster. In 1843, the company bought the rights to the 1841 edition of Webster's magnum opus, An American Dictionary of the English Language, Corrected and Enlarged. At the same time, they secured the rights to create revised editions of the work. Since that time, Merriam-Webster editors have carried forward Noah Webster's work, creating some of the most widely used and respected dictionaries and reference books in the world.

From Booklist
This latest edition of *Merriam-Webster's Secretarial Handbook* makes the leap of time and technology since the previous edition published in 1983 and remains useful for office professionals at all levels with its treatment of business form and function as well as guidance on current office technologies.

Chapters dealing with computers, word processors, and office equipment have been rewritten. Emphasis has shifted as subjects have diminished in importance; for example, shorthand skills have been replaced by dictating machines, the word processor has updated the typewriter, various methods of office copying are replaced by the photocopier, and the assumption that men are the employers and women the secretaries no longer exists. A quick-reference guide directing the reader to frequently used sections appears on the front endpapers, the contents are noted more distinctly, and a detailed index enhances the ease of use of the work.

New chapters address business etiquette, including issues of male-female interaction in the workplace, and desktop publishing. A basic guide to grammar and the use of language has been revised and expanded and now includes a section on specific problems of word usage.

The *Professional Secretaries International Complete Office Handbook* [*RBB* O 15 92] offers guidelines for setting standards and developing and maintaining an effective electronic office. While the titles both complement and overlap, the emphasis of *Merriam-Webster's Secretarial Handbook* is as a guide to office communications, whether written, verbal, or electronic. Libraries should replace the earlier edition.

Users Review

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James Reveles:

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