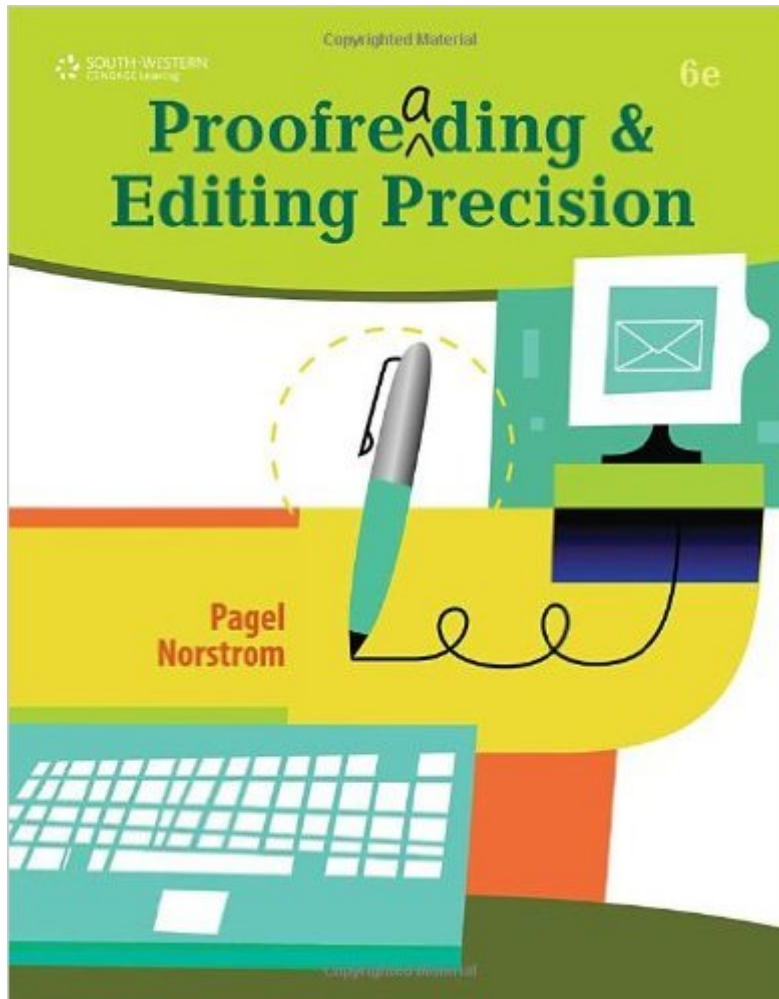


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Proofreading And Editing Precision (with CD-ROM)



Synopsis

Write better and succeed! PROOFREADING AND EDITING PRECISION gives you the tools to turn in perfect documents, whether it's for class or work. First PROOFREADING AND EDITING PRECISION gives you a short review of grammar rules, and then it gets quickly into its activity-oriented learning system. Plus, each topic is coupled with practice using real world documents formatted in Word 2007, so you'll get a head start on workplace success.

Book Information

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Customer Reviews

This is a great book, and has helped me a lot. Unlike the reviewer who gave this book a "one star" rating and a bad review, I read the fine print. If you're going to rent/buy a Kindle version of this book, you don't need the CD. All the files that come on the CD can be downloaded from the publisher's website as free content. Just go to [...] and click the access button under the heading 'Related Products & Free Materials' that is towards the middle of the page. Cheers, Hope you do well in your class, Tim

The book was what I wanted, but even though it is a rental, it would have been nice to not have someone else's answers pre-written in the book. This is normally a workbook that people write in, so in the future of you plan to rent these. I'd make a note somewhere that before returning, the renter must erase all markings in the book.

The book had some typos (proofreading errors) and mistakes in it. That was disappointing. I sent screen shots circled to the customer service support email, because I thought they would want to know. I bought the book for a proofreading class, used it as a reference for my writing, and to brush up on my writing skills.

This book has become an invaluable reference tool for every resume, letter or report that I write! This book should be in every household that cares about using the English language correctly!

Not as helpful as I was expecting, but may come in handy from time to time. Originally published 5 years ago, and a lot has changed since then, but there are some nice tips included.

This book taught me all the things I'd forgotten from my public school and college business course days. It was a wonderful refresher with many practical exercises.

This is a recap of my past classes but very helpful. Assignments aren't too hard and it seems kind of fun but that might be just me.

Its a little to boring and lacks a certain flair that a online book should have like the cd excercises

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