Common Proofreading Abbreviations

Abbreviation	Meaning	Example
Ab	a faulty abbreviation	She had earned a Phd along with her M.D.
Agr See also P/A and S/V	agreement problem: subject/verb or pronoun/antecedent	The piano as well as the guitar needs tuning. The student lost their book.
Awk	awkward expression or construction	The storm had the effect of causing millions of dollars in damage.
Cap	faulty capitalization	We spent the Fall in Southern spain.
CS	comma splice	Raoul tried his best, this time that wasn't good enough
DICT	faulty diction	Due to the fact that we were wondering as to whether it would rain, we stayed home.
Dgl	dangling construction	Working harder than ever, this job proved to be too much for him to handle.
- ed	problem with final - ed	Last summer he walk all the way to Birmingham.

Common Proofreading Abbreviations

James Stroman, Kevin Wilson, Jennifer Wauson

Common Proofreading Abbreviations:

Tames Stroman, 2008-04-04 Between coordinating meetings making travel arrangements and running the phone lines being a professional administrative assistant requires an astonishing and varied range of skills involving interpersonal communication written presentations and organizational ability Written in a down to earth style Administrative Assistant s and Secretary s Handbook provides readers with information on subjects including record keeping telephone usage office machines mail business letters and computer software skills Now in its third edition the book has been completely revised with expanded coverage of topics including electronic records management interpersonal and communication skills troubleshooting computer problems time and stress management customer service event planning web conferencing math for office professionals office management and supervision transcription and much more Comprehensive and completely up to date this is the book every administrative professional should own Administrative Assistant's & Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2004 The most thorough career guide for administrative professionals now Administrative Assistant's and Secretary's Handbook James addresses the latest issues in a new second edition Stroman, Kevin Wilson, Jennifer Wauson, 2014-06-18 The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before The Administrative Assistant's and Secretary's Handbook will help professionals everywhere come out on top From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades In The Administrative Assistant's and Secretary's Handbook you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher Web conferencing Electronic and paper filing systems Recordkeeping Meeting planning and management Business math and much more Extensively updated with new information on Windows 8 Microsoft Office 2013 Apple OS mobile computing computer software troubleshooting data security Google Calendar Google Drive Google Docs and Microsoft Web Applications this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers The Christian Writer's Manual of Style Zondervan, 2010-05-11 An essential tool for writers editors proofreaders designers copywriters production managers and marketers too The Christian Writer's Manual of Style is an essential tool not only for writers of religious materials but for their editors proofreaders designers copywriters production managers and even marketers Rather than simply repeating style information commonly available in standard references this newly updated and expanded edition includes points of grammar punctuation usage book production and design and written style that are often overlooked in other manuals It focuses on information relating to the unique needs and demands of religious publications such as discussions on how to

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