

# PREFACE

For some fifty years, *The Gregg Reference Manual* has served as the primary reference for business professionals who are looking for guidance on matters of style, grammar, usage, and formatting. It has gained the reputation of being one of the best style manuals for anyone who writes, edits, and prepares printed material. In these pages the rules of grammar, the correct use of words, and the most attractive style of document formats are all explained from a Canadian perspective.

Why is this reference manual prefixed by the name *Gregg*? John Robert Gregg, inventor of the Gregg shorthand system, founded the Gregg Publishing Company in 1893. By the time McGraw-Hill acquired the publishing company in 1948, the name *Gregg* had come to stand for the highest quality of educational materials, and it is for this reason that *The Gregg Reference Manual* continues to bear the *Gregg* name.

## Features of the New Edition

This Seventh Canadian Edition, adapted from William A. Sabin's Tenth U.S. Edition, consists of 20 sections divided into three parts.

**Part One** (Sections 1–11) continues to highlight the basic rules of grammar and usage, to illustrate the principals with an abundance of varied examples, and to provide comprehensive coverage of punctuation, capitalization, numbers, abbreviations, plurals, possessives, spelling, compound words, and word division.

- With very few exceptions, the spelling of all words referred to is that found in *The Canadian Oxford Dictionary*, published by Oxford University Press.
- An extensive addition to the grammar section now includes details of writing mechanics and business writing styles.
- Examples have been updated and refined where necessary.

**Part Two** (Sections 12–17) begins by emphasizing the importance of good proofreading and editing in order to produce faultless documents and by offering guidelines for creating and formatting all kinds of written communications—e-mail messages, letters, memos, reports, bibliographies, outlines, tables, minutes, agendas, itineraries, and employment communications, including scannable and traditional résumés as well as one-page résumés suitable for young people entering the workforce.

- Detailed coverage of e-mail is expanded and is now part of the section on letters and memos.
- Procedures to follow for cross-referencing files are discussed and illustrated in the section on alphabetic filing.

- Guidelines for constructing footnotes, endnotes, textnotes, and bibliographic entries have been expanded to include online source materials, such as books, magazines, journals, newspapers, e-mail messages, interviews, speeches, documents from the Internet, and other electronic sources.
- Suggestions are given to help overcome problems with word processing templates and software default settings when more attractive documents are desired.
- Basic guidelines (of particular interest to students) are discussed for avoiding plagiarism and for observing precautions to take in citing electronic materials.

**Part Three** (Sections 18–20) provides a complete list of model forms of address, a glossary of grammatical terms, and an updated glossary of computer and Internet terms.

### Student Supplements

**Online Learning Centre (OLC):** This powerful electronic learning aid, located at [www.mcgrawhill.ca/college/sabin](http://www.mcgrawhill.ca/college/sabin), contains essays of different points of view, Web links, and much more. **Premium Content** is available as an optional package with the text. Those who purchase Premium Content will have access to the **Student Self-Study Workbook** on the OLC.

**Self-Study Workbook:** Available as Premium Content on the OLC is the self-study *Workbook and Answer Key*, which provides a means of survival for new students of English, for high school graduates with only a minimal knowledge of basic grammar, for educators, and for professionals who still insist on high standards for their documents. The workbook consists of a set of worksheets, which focus mainly on the basic rules covered in Sections 1–11. Each worksheet directs the user to the relevant rules in a section; the answers are found in a key at the back of the workbook. These worksheets help familiarize students with the problems they will encounter in written material and increase their ability to readily find in the manual the solutions to their problems.

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