

A C K N O W L E D G M E N T S

In writing this book, we referenced many sources to confirm guidelines we used throughout our professional careers while working with a variety of Fortune 500 companies. In addition, we used our own book, the *Administrative Assistant's and Secretary's Handbook*, as a source for content on language usage, grammar, and punctuation. We therefore thank James Stroman, who coauthored the *Administrative Assistant's and Secretary's Handbook*.

The following is a list of sources we referenced while writing this book to confirm the accuracy of our content:

James Stroman, Kevin Wilson, and Jennifer Wauson, *The Administrative Assistant's and Secretary's Handbook*, 3rd ed. (New York: AMACOM Books, 2007).

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University of Illinois at Urbana-Champaign. *The Center for Writing Studies*, 2009. <<http://www.cws.illinois.edu/workshop/writers/>>

Purdue University. *The Purdue Online Writing Lab (OWL)*, 2009.
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UsingEnglish.com, *English Glossary of Grammar Terms*, 2009.
<<http://www.usingenglish.com/glossary.html>>