



The Canadian Style: A Guide to Writing and Editing

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The revised edition of *The Canadian Style* is an indispensable language guide for editors, copywriters, students, teachers, lawyers, journalists, secretaries and business people – in fact, anyone writing in the English language in Canada today.

It provides concise, up-to-date answers to a host of questions on abbreviations, hyphenation, spelling, the use of capital letters, punctuation and frequently misused or confused words. It deals with letter, memo and report formats, notes, indexes and bibliographies, and geographical names.

It also gives techniques for writing clearly and concisely, editing documents and avoiding stereotyping in communications. There is even an appendix on how to present French words in an English text.

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