

## Guidelines For Writing A Memo

Whether you want to know more about a specific writing problem or about the memo writing process in general, the Handbook for Memo Writing is designed to help you find quick, concise answers. Each chapter deals with specific questions about creating effective, memos. The topics covered include: The need for a memo . The most common mistakes memo writers make and how you can avoid them What your memo should cover and how its message should be organized How to turn a rough draft into an effective memo that gets your readers' attention How to make sure your memo is concise and error free Guidelines for handling memos in the electronic office Both beginning and experienced writers will find the following features especially helpful: Writing strategies Memo models Grammar and style review Frequently confused and commonly misspelled words Memo writing skills can be a great asset to you in your career. The Handbook for Memo Writing will help you learn how to write concise, effective messages, that communicate rather than merely inform.

**SUCCESSFUL WRITING AT WORK**, 11th Edition, features an abundance of real-world examples and problems, an accessible writing style, and detailed guidelines for planning, drafting, revising, editing, formatting, and producing professional documents and graphics in the global workplace. Students are presented with topics in four logically sequenced sections, beginning with a discussion of the writing process and collaboration, followed by material on basic business communications (including e-communications and social media), letters, and resumes; conducting research and documenting sources; and more advanced tasks such as preparing visuals, websites, instructions, procedures, proposals, short and long reports, and presentations. With each new writing assignment, students learn to become effective problem solvers, to work effectively as members of a collaborative team, to understand their global audience, and to select the best communication technologies to accomplish their goals. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Public policy making -- Communication in the process -- Definition : frames the problem -- Legislative history : know the record -- Position paper : know the arguments -- Petitions and proposals : request action or propose policy -- Briefing memo or opinion statement : inform policy makers -- Testimony : witness in a public hearing -- Written public comment : influence administration -- Continuity and change.

Communicate effectively and get everything you want! Instant expertise for business people who've swiftly moved into management positions—and need immediate access to the nuts and bolts of the business art. This series of brisk, readable titles will arm self-starters with the knowledge and skills they need to: be a good boss, run an effective meeting, manage benefits, plan successfully, and meet the myriad challenges impossible to anticipate in the grad school classroom. With an eye to blending the practical with the humanistic, each volume in the series lays bare an essential aspect of the complex business scene—and promises to become mandatory reading for every would-be executive in today's fiercely competitive working world.

How to Write a Million Dollar Memo

Memos, Letters, Reports, and Proposals

Simple Sabotage Field Manual

Skills for Empowering the Internet Generation with Student CD-ROM/PowerWeb, and BComm Skill Booster

The Rise of System in American Management

Basic Business Communication

**Abstract: Guidelines and examples of "dos" and don'ts" are given to new managers and other professionals for writing brief and effective memos, letters, proposals, and reports. Emphasis is placed on the use of simple, direct language. Topics include: the secret and mechanics of effective memo writing; avoidance of insincere language and wasted words; how business language can frustrate effective memo writing; grammar pitfalls, and the importance of accurate punctuation and spelling; and the pros and cons of metaphors and prepositions. The overall method is based on: relating to the reader's mentality, thoughtful editing of the first draft, and controlling the tone of the language. Techniques for improving writing style are discussed. Sample topics include writing a well-spoken letter, applying for a job or a raise, writing a complaint letter, and writing a technical memo or readable technical report. (wz)**

**The bestselling workbook and grammar guide, revised and updated! hailed as one of the best books around for teaching grammar, The Blue Book of Grammar and Punctuation includes easy-to-understand rules, abundant examples, dozens of reproducible quizzes, and pre- and post-tests to help teach grammar to middle and high schoolers, college students, ESL students, homeschoolers, and more. This concise, entertaining workbook makes learning English grammar and usage simple and fun. This 12th edition reflects the latest updates to English usage and grammar, and includes answers to all reproducible quizzes to facilitate self-assessment and learning. Clear and concise, with easy-to-follow explanations, offering "just the facts" on English grammar, punctuation, and usage Fully updated to reflect the latest rules, along with even more quizzes and pre- and post-tests to help teach grammar ideal for students from seventh grade through adulthood in the US and abroad For anyone who wants to understand the major rules and subtle guidelines of English grammar and usage. The Blue Book of Grammar and Punctuation offers comprehensive, straightforward instruction.**

**Effective communication is the key to success in life. We live in an era where words and gestures play an important role in effective communication. Businesses operate in various circumstances and it is paramount that the communication between different parties concerned is clear and effective and also takes into account the cultural sensitivities. This is where the concept of Business Communication comes to play. This book, written in accordance with the syllabus of the University of Delhi, is an attempt to equip the readers with skills required to communicate effectively in a business situation. It would also be useful for the students of BCom, BBA, and MBA of other universities, and for anyone looking to learn the nitty-gritties of business communication. KEY FEATURES • Analysis of vital components of business communication • Informative use of illustrations, examples, diagrams and pictures • Inclusion of review questions and university examination questions •**

**New tools for business communication like, emails, teleconferencing, video conferencing, telex, fax discussed in detail**

**These collections of literature are perfect for additional reading.**

**A Proven Method to Organize Your Digital Life and Unlock Your Creative Potential**

**Standards for Writing Memos, Letters and Reports**

**A Practical Guide To Business Writing**

**Second Edition**

**Writing Public Policy**

**Effective Writing for the Quality Professional**

**The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.**

**New to this edition: Up-to-date information on on-line research and computer resources. A unique four-way access system enables users of the Handbook of Technical Writing to find what they need quickly and get on with the job of writing: 1. The hundreds of entries in the body of the Handbook are alphabetically arranged, so you can flip right to the topic at hand. Words and phrases in bold type provide cross-references to related entries. 2. The topical key groups alphabetical entries and page numbers under broader topic categories. This topical table of contents allows you to check broader subject areas for the specific topic you need. 3. The checklist of the writing process summarizes the opening essay on "Five Steps to Successful Writing" in checklist form with page references to related topics, making it easy to use the Handbook as a writing text. 4. The comprehensive index provides an exhaustive listing of related and commonly confused topics, so you can easily locate information even when you don't know the exact term you're looking for.**

**"Simple Sabotage Field Manual" by United States. Office of Strategic Services. Published by Good Press. Good Press publishes a wide range of titles that encompasses every genre. From well-known classics & literary fiction and non-fiction to forgotten?or yet undiscovered gems?of world literature, we issue the books that need to be read. Each Good Press edition has been meticulously edited and formatted to boost readability for all e-readers and devices. Our goal is to produce eBooks that are user-friendly and accessible to everyone in a high-quality digital format.**

**How to Write a Million Dollar MemoDell**

**Document Drafting Handbook**

**Rules of Thumb for Business Writers**

**Handbook for Memo Writing**

**Style Guide for Business Writing**

**HBR Guide to Better Business Writing (HBR Guide Series)**

**Handbook of Technical Writing**

This brief text focuses on legal memo writing. Designed as a supplement for first-year legal writing courses, it provides students with information needed to write objective memos, opinion letters, and e-mails.

Winner of the 2019 Textbook Excellence Award ("Texty") from the Textbook & Academic Authors Association (TAA) "At the heart of policy analysis is giving advice about public issues, and the key to persuasive advice is clear and credible communication. In the CQ Press Writing Guide for Public Policy, Andrew Pennock draws on his years of experience as a professor, committee staffer, and policy consultant to impart useful, practical lessons on how to write more effective issue briefs, legislative testimony, memos, policy histories and op/eds. Pennock provides potent insights into how to create first drafts, how to sharpen prose, how to communicate about complicated tables and figures, and how to write for nontraditional formats such as email and social media. This terrific book presents dozens of concrete tips and step-by-step instructions that should be required reading for all student in public affairs undergraduate and graduate-level programs." —Eric M. Patashnik, Brown University The CQ Press Writing Guide for Public Policy is loaded with rich real world examples that help students master the process of translating insightful policy analysis into clear policy recommendations. Known for his conversational writing style, author Andrew Pennock offers step-by-step instructions on how to write for a variety of genres in a style that policy makers expect. Focusing on an audience-centered approach, students first learn how to create and organize an argument based on the unique needs and expectations of policy makers. The book then moves onto the nuts and bolts of how to write for a policy audience, with special consideration of ethics and working with visual and technical material. Finally, the book provides practical guidance on writing in specific policy genres: policy memos, briefs, Op-Eds, press releases, written testimony, social media, and emails. Key Features: Basic policy writing tasks help students write sentences, paragraphs and sections that make sense to readers (and to professors!). Students also learn how to create professional quality tables and figures that support their argument as well as how to package these components together effectively to communicate with policy makers. Six separate chapters for various public policy genres (issue briefs, legislative histories, decision memos, testimony, op-eds, and new media) provide students with an overview of the genre, several examples, and an analysis of each example. Current examples from across the field of public policy keep students engaged by connecting the concepts to current topics such as public health (the opioid epidemic, Native-American healthcare, lead poisoning), education (early childhood, school governance), criminal justice (sexting laws, ban-the-box), business regulation (AirBnB, renewable energy, drug pricing), security policy (cyber-security, foreign asset control), and social policy (physician assisted suicide). Bundle with a SAGE | CQ Press text for only \$5 more! Your students only pay \$5 A Guide to Writing for Public Policy when you bundle it with the print version of the following textbooks: Rinrfret: Public Policy Peters: American Public Policy, 11e Kraig: Public Policy, 6e Bardach: A Practical Guide for Policy Analysis 5e

Manga and anime (illustrated novels and anime films) are highly influential Japanese entertainment media that boast tremendous domestic consumption as well as worldwide distribution and an international audience. Drawing on Tradition examines religious aspects of the culture of manga and anime production and consumption through a methodological synthesis of narrative and visual analysis, history, and ethnography. Rather than merely describing the incidence of religions such as Buddhism or Shinto in these media, Jolynn Baraka Thomas shows that authors and audiences create and re-create "religious frames of mind" through their imaginative and ritualized interactions with illustrated worlds. Manga and anime therefore not only contribute to familiarity with traditional religious doctrines and imagery, but also allow authors, directors, and audiences to modify and elaborate on such traditional tropes, sometimes creating hitherto unforeseen religious ideas and practices. The book takes play seriously by highlighting these recursive relationships between recreation and religion, emphasizing throughout the double sense of play as entertainment and play as adulteration (i.e., the whimsical or parodic representation of religious figures, doctrines, and imagery). Building on recent developments in academic studies of manga and anime—as well as on recent advances in the study of religion as related to art and film—Thomas demonstrates that the specific aesthetic qualities and industrial dispositions of manga and anime invite practices of rendition and reception that can and do influence the ways that religious institutions and lay authors have attempted to captivate new audiences. Drawing on Tradition will appeal to both the dilettante and the specialist: Fans and self-professed otaku will find an engaging academic perspective on often overlooked facets of the media and culture of manga and anime, while scholars and students of religion will discover a fresh approach to the complicated relationships between religion and visual media, religion and quotidian practice, and the putative differences between "traditional" and "new" religions.

Nowadays, letters, reports and emails are vital components of business practice. Communication is increasingly global, but it's not any easier to understand or contribute to for non-fluent English speakers. There is increasing pressure to be able to produce effective documents for a business environment but little help out there to do so efficiently, resulting in wasted time and uncomfortable business communication. This book provides a wealth of practical information for any person who aims to produce short, effective documents within the work environment. It offers sensible, valuable and helpful rules for producing effective short reports, memos, letters and e-mails that are clear, concise and easy to read for the busy manager or supervisor working in the demanding setting of modern industry or commerce. But it goes further: not only are rules provided for the inexperienced business writer, but models are proposed which provide solutions for a whole host of business situations – providing help, support and encouragement for the many thousands of business writers who need to feel confident in their writing.

Style Manual

Ath 33-337

Improving Writing Skills

Control Through Communication

Guidelines and Sample Documents That Make Busienss Writing Easy

Business Communication (For University of Delhi, B.Com Hons., Sem.6)

**A superb historical analysis of the philosophical and technological forces that led to the development of communication genres and processes in the modern American corporation.**

**Combining streamlined instruction in the writing process with outstanding accessibility, THE COLLEGE WRITER is a fully updated four-in-one book—with a rhetoric, a reader, a research guide, and a handbook—for users at any skill level. Throughout the book, numerous student and professional writing samples highlight important features of academic writing—from voice to documentation—and offer models for users' own papers. The fifth edition features a greater focus on writing across the curriculum, further supported within the research chapters by additional coverage of report writing, primary research, and avoiding plagiarism. Each student text is packaged with a free Cengage Essential Reference Card to the MLA HANDBOOK, Eighth Edition. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

**Style guides come in many shapes and sizes, usually focused toward scientific or academic use only. However, business writing is a space occupied by many individuals that has not been given the attention it deserves. The Style Guide for Business Writing, Second Edition, is designed specifically to assist business writers in both the public and private sector, including those publishing with English as a second language; authors of academic papers; business book authors; financial journalists; and writers of reports, proposals or even just e-mail and memoranda. This book provides a comprehensive guide to clear and precise writing that will help develop basic communication skills for the beginner, and refresh the basics for the experienced business writer. Major topics are arranged alphabetically and the cross references and index enable quick and easy access to information. Michael C. Thomsett is a market expert, author, speaker, and coach. His many books include Stock Market Math, Candlestick Charting, The Mathematics of Options, and A Technical Approach to Trend Analysis.**

**In the Fifth Edition of A Practical Guide for Policy Analysis: The Eightfold Path to More Effective Problem Solving, Eugene Bardach and new co-author Eric Patashnik draw on more than 40 years of experience teaching students to be effective, accurate, and persuasive policy analysts. This bestselling handbook presents dozens of concrete tips, interesting case studies, and step-by-step strategies that are easily applicable for the budding analyst as well as the seasoned professional. In this new edition, Bardach and Patashnik update many examples to reflect the shifting landscape of policy issues. A new section with advice on how to undertake policy design in addition to making policy choices makes the book even more engaging. Readers will also appreciate a sample document of real world policy analysis, suggestions for developing creative, "out-of-the-box" solutions, and tips for working with clients.**

**The CQ Press Writing Guide for Public Policy**

**Guidelines for the Writing of Reports, Selection Criteria, Letters, Memos, Etc., Using Non-sexist Language**

**Preparing for Practice**

**Writing: Texts, Processes and Practices**

**A Practical Guide to Communicating in the Policy Making Process**

**How to Navigate Clueless Colleagues, Lunch-Stealing Bosses, and the Rest of Your Life at Work**

**Don't let your writing hold you back. When you're fumbling for words and pressed for time, you might be tempted to dismiss good business writing as a luxury. But it's a skill you must cultivate to succeed: You'll lose time, money, and influence if your e-mails, proposals, and other important documents fail to win people over. The HBR Guide to Better Business Writing, by writing expert Bryan A. Garner, gives you the tools you need to express your ideas clearly and persuasively so clients, colleagues, stakeholders, and partners will get behind them. This book will help you: • Push past writer's block • Grab-and-keep-readers' attention • Earn credibility with tough audiences • Trim the fat from your writing • Strike the right tone • Brush up on grammar, punctuation, and usage**

**Packed with real-world examples, SUCCESSFUL WRITING AT WORK: CONCISE, 4e delivers a practical yet succinct introduction to effective workplace writing for a variety of communication tasks. Based on the market-leading SUCCESSFUL WRITING AT WORK, 10e, the CONCISE edition covers the most essential skills for effective workplace communication. The text begins with writing basics, emphasizing the characteristics of effective writing, the writing process, ethics, and the importance of audience. It covers basic business correspondence, walks students through formatting letters for a variety of business situations, and features a step-by-step chapter on getting a job. More advanced chapters focus on document design and visuals, writing instructions and procedures, writing reports, proposals, and making business presentations. The Fourth Edition emphasizes ethical considerations throughout as well as integrates guidelines for greening the workplace. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

**From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit "reply all" • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience."—Library Journal (starred review) "I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor."—Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide "Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way."—Erin Lowry, author of Broke Millennials: Stop Scraping By and Get Your Financial Life Together**

**Considering studying history at university? Wondering whether a history degree will get you a good job, and what you might earn? Want to know what it's actually like to study history at degree level? This book tells you what you need to know. Studying any subject at degree level is an investment in the future that involves significant cost. Now more than ever, students and their parents need to weigh up the potential benefits of university courses. That's where the Why Study series comes in. This series of books, aimed at students, parents and teachers, explains in practical terms the range and scope of an academic subject at university level and where it can lead in terms of careers or further study. Each book sets out to enthuse the reader about its subject and answer the crucial questions that a college prospectus does not.**

Model Rules of Professional Conduct

Successful Writing at Work: Concise Edition

Ask a Manager

Why Study History?

Writing In English For Non-Native Speakers

Demystifying the Memorandum of the Law

**Rules of Thumb for Business Writers offers busy professionals solutions to most on-the-job writing challenges. Brief, to-the-point chapters cover all the basics, including reports, resumes, speeches, memos, letters, and PowerPoint, with tips for meeting deadlines and managing paper flow. This edition contains new information on Internet research and communications technology, with examples, sample documents, and a resource list.**

**Click here to find out more about the 2009 MLA Updates and the 2010 APA Updates. Comprehensive and truly accessible, Technical Communication guides students through planning, drafting, and designing the documents that will matter in their professional lives. Known for his student-friendly voice and eye for technology trends, Mike Markel addresses the realities of the digital workplace through fresh samples and cases, practical writing advice, and a companion Web site – TechComm Web – that continues to set the standard with content developed and maintained by the author. The text is also available in a convenient, affordable e-book format.**

**Shows examples of both poor and effective memos, and offers advice on writing clearly, overcoming writer's block, clarifying complex issues, and handling statistics**

**This Brief, practical guide illustrates the most common kinds of business correspondence that a university professor is required to produce and offers useful advice to make these communications as effective as possible. The author also offers general suggestions on effective writing, including brainstorming and collaborating, persuasion, outlining and revising, and designing documents.**

A Brief Guide to Brief Writing

The Eightfold Path to More Effective Problem Solving

Successful Writing at Work

Type a Memorandum

An Easy-to-Use Guide with Clear Rules, Real-World Examples, and Reproducible Quizzes

**Writing: Texts, Processes and Practices offers an innovative and multidisciplinary approach to writing in a variety of academic and professional settings. The book is composed of a series of original research-based accounts by leading authorities from a range of disciplines. The papers are linked through a unifying perspective which emphasises the role of cultural and institutional practices in the construction and interpretation of written texts. This important new book integrates different approaches to text analysis, different perspectives on writing processes, and the different methodologies used to research written texts. Throughout an explicit link is made between research and practice illustrated with reference to a number of case studies drawn from professional and classroom contexts. The book will be of considerable interest to those concerned with professional or academic writing and will be of particular value to students and lecturers in applied linguistics, communication studies, discourse analysis, and professional communications training. The contributors to this volume are: Robert J. Barrett Vijay K. Bhatia Christopher N. Candlin Yu-Ying Chang Sandra Gollin Ken Hyland Roz Ivanic Mary R. Lea Ian G. Malcolm John Milton Greg Myers Guenter A. Plum Brian Street John M. Swales Sue Weldon Patricia Wright**

**From business plans and sales presentations to newsletters and email marketing, The AMA Handbook of Business Documents gives readers the key, tricks, and specific words they need to make their company come across on page or screen in a way that leads to its success. This credible guide to preparing first-class written pieces provides readers with dozens of sample documents and practical tips to give them a strategic and creative advantage when crafting proposals, memos, emails, press releases, collection letters, speeches, reports, sales letters, policies and procedures, warning letters, announcements, and much more. You'll learn about the various types of business documents and the parts of a document that spell either big success or big trouble. Suited equally to executives, entrepreneurs, managers, administrative staff, and anyone else charged with putting a business's intentions into words, this handy guide will forever transform the way you communicate your company's identity, products, services, and strengths in written communication.**

**In the third in a series of practice guides by experienced litigator Janet Kole, Covering topics that A Brief Guide to Brief Writing covers topics such as ethical principles, lower court/apellate court distinctions, and JDAs. The author's honest and direct guidelines will help shape the brief writing of both veteran and new attorneys.**

**The Tongue and Quill has been a valued Air Force resource for decades and many Airmen from our Total Force of uniformed and civilian members have contributed their talents to various editions over the years. This revision is built upon the foundation of governing directives and user's inputs from the unit level all the way up to Headquarters Air Force. A small team of Total Force Airmen from the Air University, the United States Air Force Academy, Headquarters Air Education and Training Command (AETC), the Air Force Reserve Command (AFRC), Air National Guard (ANG), and Headquarters Air Force compiled inputs from the field and rebuilt The Tongue and Quill to meet the needs of today's Airmen. The team put many hours into this effort over a span of almost two years to improve the content, relevance, and organization of material throughout this handbook. As the final files go to press it is the desire of The Tongue and Quill team to say thank you to every Airman who assisted in making this edition better; you have our sincere appreciation!**

**The Tongue and Quill**

**The AMA Handbook of Business Documents**

**A Practical Guide for Policy Analysis**

**With a Guide to Abbreviation of Bibliographic References : for the Guidance of Authors, Editors, Compositors, and Proofreaders**

**Rapid Access Management Primers for Young Professionals**

**Technical Communication with 2009 MLA and 2010 APA Updates**

**A revolutionary approach to enhancing productivity, creating flow, and vastly increasing your ability to capture, remember, and benefit from the unprecedented amount of information all around us. For the first time in history, we have instantaneous access to the world 's knowledge. There has never been a better time to learn, to contribute, and to improve ourselves. Yet, rather than feeling empowered, we are often left feeling overwhelmed by this constant influx of information. The very knowledge that was supposed to set us free has instead led to the paralyzing stress of believing we ' ll never know or remember enough. Now, this eye-opening and accessible guide shows how you can easily create your own personal system for knowledge management, otherwise known as a Second Brain. As a trusted and organized digital repository of your most valued ideas, notes, and creative work synced across all your devices and platforms, a Second Brain gives you the confidence to tackle your most important projects and ambitious goals. Discover the full potential of your ideas and translate what you know into more powerful, more meaningful improvements in your work and life by Building a Second Brain.**

**Leskar and Flatley's, Basic Business Communication (BBC): Skills for Empowering the Internet Generation, has long been known as a solid introductory business communication book that gets to the writing skills sooner than most other texts and gives students true 'how-to' skills in all areas of business communication. It has solid examples, and is both consumer-and service-oriented. Its strength has also been its use of margin notes, cartoons and photos that relate to the concepts and use of cases. Recent editions have established BBC as truly cutting edge; it was the first text in the market with PowerPoint as part of its package, the first to have an online chapter, and with the 9th Edition is now the first to offer writing tips and templates for PDAs (personal digital assistants).)**

**Building a Second Brain**

Manga, Anime, and Religion in Contemporary Japan  
The Blue Book of Grammar and Punctuation  
The College Writer: A Guide to Thinking, Writing, and Researching  
The Perfect Memo  
Drawing on Tradition