

VOICE RECOGNITION

With Software Applications



INCLUDES:
Software Applications
CD-ROM compatible with

- Dragon Naturally Speaking
- IBM ViaVoice
- L&H VoiceXpress

LYN CLARK

VOICE RECOGNITION

With Software Applications



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PREFACE

TO THE STUDENT

Get ready for an exciting journey into the world of voice recognition—an excellent choice for your everyday correspondence as well as for your special reports, tables, and other materials. You can do it all—by using your voice with your computer installed voice-recognition software.

First, however, you have to get ready to use your voice to compose messages that are grammatically and technically correct. How can you do that? Your textbook will provide the means for you to review and practice useful language principles; you will use these language principles as you compose and dictate various types of documents. You will also learn how to proofread and edit documents. In addition, as you use your voice recognition software, you will become more efficient and effective as you take advantage of the many ways that voice recognition can make your work easier.

STUDENT TEXT FEATURES

Voice Recognition With Software Applications uses a variety of text and margin features to present concepts of interest and importance to your study of voice recognition and language principles. The text includes the following features:

The text is divided into five units. Each of the 21 chapters opens with the chapter concepts and principles presented in the **Objectives** and **Chapter Overview**. You will also note the **Workplace Skills** that will get you ready to succeed in today's workplace.

The **Language Principles** are presented separately, followed by examples, and then by a practice opportunity so that you can test your understanding. The answers to the practice opportunities are provided for you in chapter keys located in the Appendix. You can use the practice opportunities as reinforcement exercises—if you miss one or more of the Language Principle Practice sentences, then you know what you need to review.

Vocabulary lists for each chapter are provided in the Appendix so that you can review words with which you may be unfamiliar. When you see words identified in the margin by a **Note**, you may go directly to the designated chapter vocabulary list in the Appendix to learn the meaning of the word or words listed. **Notes** in the margin also alert you to special help that you may require—you may need to review a language principle, for example.

The **Paragraph Dictation Applications** offer you opportunities to dictate three paragraphs as you learn to work with your voice-recognition program and it learns to respond to your voice; beginning with Chapter 5 you will also apply your knowledge of proofreaders' marks to edit one or more of the paragraphs before dictating them.

Each **Thinking Critically** scenario presents a situation that you can analyze in order to make a decision about language principles or formatting guidelines. Your analysis will be guided by the questions presented in the box beside each exercise.

Language Slips give you a chance to read about some slipups in the workplace. Sometimes the situation will guide your thinking in considering how a language principle could have been used effectively and the slip avoided.

A **Formatting Guidelines** section in each chapter explains document preparation principles. In these section you will learn to prepare professional business communications, including e-mail messages, full block letters, modified block letters, memorandums, announcements, press releases, memorandum reports, manuscript reports, and multiple-page documents.

The **Document Applications** give you the opportunity to put your skills to use in real-world applications. You will proofread, edit, compose, and dictate various types of documents that you will encounter in the workplace. You will put your formatting skills to use as you format letters, memorandums, e-mail messages, and envelopes. Real-world applications are right at the sound of your voice and at the touch of your fingers as you use your proofreaders' marks to edit messages. The Document Applications can be found in your text and on your *Voice Recognition With Software Applications CD-ROM* that comes with your text.

The **Internet Applications** take you into another real-world scenario—that of research. You will use your text, your CD-ROM, and the Internet to do research on many different topics.

The **Appendix** contains answers to the Language Principle Practices and the Paragraph Dictation Applications you will edit. The vocabulary list for each chapter and the Index are also in the Appendix.

Voice Recognition in the Workplace stories provide you with insights about how individuals using or responsible for developing voice-recognition software view voice-recognition use.

COMPONENTS OF THE PROGRAM

Voice Recognition With Software Applications is a complete, well-rounded program that includes the following components:

- A text-workbook with abundant instructions, examples, exercises, and applications for practice. The activities provide you with an opportunity to check your understanding of various concepts presented in the chapters.
- A CD-ROM with additional exercises and applications that relate to the concepts and principles presented in the text. The ***Voice Recognition With Software Applications CD-ROM*** provides exercises using various types of documents that are presented to you in the text. CD-ROM icons in the text will point out to you when you need to go to the CD-ROM to complete an application.

The *Voice Recognition With Software Applications CD-ROM* also contains *Glencoe Interactive Grammar*, a fun way for you to check your skills in grammar and mechanics, and then have the opportunity to receive immediate feedback as you work through the exercises. You can print your responses to see any incorrect answers that the software has identified. *Glencoe Interactive Grammar* also provides proofreading and editing practice, should you need just a bit more.

I have enjoyed developing this exciting text and CD-ROM for you. Good luck in your studies and in your use of *Voice Recognition With Software Applications*.

Lyn R. Clark

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CONTENTS

Preface.....	vii
Acknowledgments.....	x

Unit One: Introduction to Voice Recognition 1

Chapter 1: Training for Voice-Recognition Technology	2
Section 1 The Beginnings.....	3
The Microcomputer Emerges	3
Voice-Recognition Software Appears	3
Section 2 Getting Started	5
Access the Program.....	5
Complete the Training.....	6
Learn Several Basic Dictation Commands.....	6
Dictate Your First Paragraphs.....	7
Correct Your Text.....	7
Dictate Paragraphs and Use Editing Commands	9
Move the Dictation to Your Word Processor	9
Section 3 Proofreading and Editing.....	11
Correcting Errors.....	11
Using Proofreaders' Marks.....	12
Voice Recognition IN THE WORKPLACE: Speaking of the Future	15
Proofreader's Marks	16
Section 4 Internet Application Lernout & Hauspie Company Web Site	18
Thinking Critically About Proofreading and Editing: This Is a Job for Proofreader's Marks	18

Chapter 2: E-Mail Messaging	19
Section 1 Language Principles.....	20
2.1 Commas in a Series	20
2.2 Capitalization of Proper Nouns	21
2.3 General Number Expression.....	21
2.4 Similar Words Principle/Principal	22
2.5 Similar Words To/Too/Two	23
2.6 Similar Words May be/Maybe.....	23

Section 1 Assessment.....	25
Paragraph Dictation Application 1–3.....	25
Thinking Critically About Language: Teaching <i>To</i> and <i>Too</i>	27
Section 2 Formatting Guidelines.....	28
Understanding and Using Standard E-Mail Compose Elements	28
Language Slips —What a Difference a Space Makes	30
Section 2 Assessment.....	31
Document Applications	
Hancock Agency E-Mail Message	31
National Life Insurance Company E-Mail Message.....	32
Internet Application—Free Internet E-Mail Account	33
Thinking Critically About Formatting Guidelines:	
E-Mail Blind Courtesy Copy Netiquette	33

Unit Two: Creating and Editing Memorandums and Letters 35

Chapter 3: Creating and Editing Memorandums.....	36
Section 1 Language Principles	37
3.1 Commas With Parenthetical Expressions.....	37
3.2 Proper Adjectives Capitalized.....	38
3.3 Expression of Round Numbers	39
3.4 Abbreviation of Courtesy Titles.....	39
Section 1 Assessment.....	41
Paragraph Dictation Applications 1–3	41
Thinking Critically About Language: Using Appropriate Courtesy Titles	43
Language Slips —Commas Cue Reading and Meaning	43
Section 2 Formatting Guidelines.....	44
Creating and Editing Memorandums	44
Section 2 Assessment.....	46
Document Applications	46
Burger Supreme Memorandum	46
Kirkland's Department Store Memorandum.....	47
Burger Supreme E-Mail Message.....	47
Internet Application—E-Mail Messaging	48
Thinking Critically About Formatting Guidelines: A Style of One's Own?.....	49
Voice Recognition IN THE WORKPLACE: Working With a Friend.....	49

Chapter 4: Using Full Block Letter Format	50
Section 1 Language Principles	51
4.1 Commas in Direct Address	51
4.2 Expression of Related Numbers	51
4.3 Permanent Compound Adjectives	52
4.4 Similar Words A/An	53
4.5 Similar Words Every one/Everyone	54
<i>Language Slips</i> —Leave-Behind Friends	55
Section 1 Assessment	56
Paragraph Dictation Applications 1–3	56
Thinking Critically About Language: Number Expression Conventions	58
Section 2 Formatting Guidelines	59
Formatting Full Block Letters	59
Section 2 Assessment	62
Document Applications	62
Billings Department Store Full Block Letter	62
Wiggins Interior Design Studio Full Block Letter	63
Billings Department Store E-Mail Message	64
Internet Application—Merriam-Webster Online Dictionary	64
Thinking Critically About Formatting Guidelines: Style Can Help Writers	65
Chapter 5: Placing the Business Letter on the Page	66
Section 1 Language Principles	67
5.1 Commas With Appositive Expressions	67
5.2 Capitalization of Professional or Personal Titles	67
5.3 Temporary Compound Adjectives	69
5.4 Expression of Two Numbers Modifying a Single Noun	70
5.5 Similar Words Affect/Effect	70
5.6 Similar Words Do/Due	71
Section 1 Assessment	73
Paragraph Dictation Applications 1–3	73
Thinking Critically About Language: The Costs of Inconsistent Hyphenation	75
Section 2 Formatting Guidelines	76
Placing the Business Letter on the Page	76
Vertical Placement Procedure	77
<i>Language Slips</i> —Hyper-Hyphenated Adjectives	77

Section 2 Assessment.....	78
Document Applications	78
Senator Richard Bell Full Block Letter	78
City Mutual Insurance Corporation Memorandum.....	80
City Mutual Insurance Corporation E-Mail Message	81
Beckham's Carpet Emporium Full Block Letter.....	82
Internet Application—Merriam-Webster Online Thesaurus.....	84
Thinking Critically About Formatting Guidelines: Use Consistent Format	85
Chapter 6: Balancing Addresses in Business Letters.....	86
Section 1 Language Principles	87
6.1 Commas With One-Word Appositives.....	87
6.2 Capitalization of Professional Titles	88
6.3 Commas With Independent Figures.....	89
6.4 Compound Nouns Used as Adjectives.....	89
Section 1 Assessment.....	91
Paragraph Dictation Applications 1–3.....	91
Thinking Critically About Language: Early Language Principles Still Serve Us Well	93
Section 2 Formatting Guidelines.....	94
Balancing Addresses on Business Envelopes.....	94
Addressing Strategies	94
<i>Language Slips</i> —Overusing Hyphens in Compound Adjectives	93
Section 2 Assessment	96
Document Applications	96
Granada Casual Furniture and Design Full Block Letter	96
American Federal Bank Full Block Letter.....	97
American Federal Bank E-Mail Message	98
AAA Steel Furniture Memorandum.....	98
Internet Application—Zip Code Lookup Service	100
Thinking Critically About Formatting Guidelines: Zip Codes Ensure Delivery	101
<i>Language Slips</i> —Overusing Hyphens in Compound Adjectives.....	101
Chapter 7: Using the Modified Block Letter Format.....	102
Section 1 Language Principles.....	103
7.1 Commas With Abbreviation Used in Apposition	103
7.2 Titles of Publications and Publication Subsections	104
<i>Language Slips</i> —Book Title Versus Article Title	104
7.3 Literary, Artistic, and Other Titles	106
7.4 Expressing Dollar Amounts	108

Section 1 Assessment.....	110
Paragraph Dictation Applications 1–3.....	110
Thinking Critically About Language: Contradictory Comma Principles?	112
Section 2 Formatting Guidelines.....	113
Formatting Modified Block Letters.....	113
Section 2 Assessment.....	116
Document Applications	116
National Association of Hospital Administrators Modified Block Letter	116
Music, Inc., Modified Block Letter.....	117
National Association of Hospital Administrators E-Mail Message	118
Millennium One Realty Company Memorandum	118
Internet Application— <i>The Weather Channel</i> Web Site.....	120
Thinking Critically About Formatting Guidelines: Choosing a Letter Style	121

Unit Three: Creating Envelopes and Using Special Features on Letters 123

Chapter 8: Preparing Envelopes for Business Correspondence124

Section 1 Language Principles.....	125
8.1 Commas With Dates	125
8.2 Capitalization of Literary and Artistic Titles.....	126
8.3 Expression of Amounts Less Than \$1	127
8.4 Similar Words It's/Its	128
8.5 Similar Words Stationary/Stationery	128
Section 1 Assessment.....	130
Paragraph Dictation Applications 1–3.....	131
Thinking Critically About Language: Capitalizing Words in Titles	132
Section 2 Formatting Guidelines.....	133
Preparing Envelopes for Business Letters.....	133
<i>Language Slips</i> —It's for Its Can Mean Trouble	133
Section 2 Assessment.....	134
Document Applications	134
Morton Publishing, Inc. Modified Block Letter and Envelope	134
Reston Book Publisher Memorandum.....	135
Wilton Career College E-Mail Message	136
Reston Book Publishers Modified Block Letter and Envelope	136
Internet Application: <i>Maps On Us</i>	138
Thinking Critically About Formatting Guidelines: Address Conformity	139

Chapter 9: Adding Enclosure, Attachment, and Copy Notations to Business Correspondence.....140

Section 1 Language Principles.....141

9.1 Commas in Addresses.....141

9.2 Capitalization and Abbreviation of Organizational Names142

9.3 Dividing Words and Word Groups at the End of a Line143

9.4 Similar Words Personal/Personnel.....145

9.5 Similar Words Than/Then.....145

Section 1 Assessment.....147

Paragraph Dictation Applications 1–3.....147

Language Slips—Dividing Word-Number Combinations at the End of a Page150

Thinking Critically About Language: Standardizing End-of-Line Word Divisions150

Section 2 Formatting Guidelines.....151

Adding Enclosure, Attachment, and Copy Notations to Business Correspondence.....151

Section 2 Assessment.....153

Document Applications153

Executive Choice, Inc., Modified Block Letter and Envelope.....153

American Association of Government Employees (AAGE)

Full Block Letter and Envelope.....154

Erdmann Theaters Modified Block Letter and Envelope.....155

Erdmann Theaters E-Mail Message.....157

Internet Application—*Glossary of Internet Terms*159

Voice Recognition IN THE WORKPLACE: Tell Me Where It Hurts.....139

Thinking Critically About Formatting Guidelines: Using Notations Appropriately159

Chapter 10: Adding Subject and Attention Lines to Business Letters.....160

Section 1 Language Principles.....161

10.1 Commas Before Coordinating Conjunctions161

10.2 Expression of Geographical Abbreviations.....162

10.3 Expression of Percentages.....163

10.4 Similar Words Device/Devise.....164

10.5 Similar Words Any one/Anyone.....165

Section 1 Assessment.....166

Paragraph Dictation Applications 1–3.....166

Thinking Critically About Language: “Percent” Is the Word168

Section 2 Formatting Guidelines.....169

Adding Subject and Attention Lines to Business Letters.....169

Section 2 Assessment.....	172
Document Applications	172
U.S. Bank of Commerce Full Block Letter and Envelope	172
Midwest Consolidated Memorandum	173
Language Slips —The Importance of Periods	174
Fenner & McByrd Modified Block Letter	174
Fenner & McByrd E-Mail Message	176
Internet Application—Governor Contact Information.....	178
Thinking Critically About Formatting Guidelines:	
Explaining Subject Lines and Attention Lines	178

Chapter 11: Adding Delivery and Addressee Notations to Business Letters179

Section 1 Language Principles.....	180
11.1 Commas With Independent Adjectives	180
11.2 Nouns Showing Ownership—Possessive Nouns.....	181
11.3 Possessive Nouns	182
Language Slips —Comma Crazy?	183
11.4 Similar Words Ensure/Insure	184
11.5 Similar Words Cite/Sight/Site	185
Section 1 Assessment.....	187
Paragraph Dictation Applications 1–3	187
Thinking Critically About Language: Apostrophes in Possessive Forms.....	189
Section 2 Formatting Guidelines.....	190
Using Delivery and Addressee Notations.....	190
Section 2 Assessment.....	192
Document Applications	192
BargainBooks.com Memorandum.....	192
American English Association Modified Block Letter and Envelope	193
Tri-Star Modified Block Letter and Envelope	194
Tri-Star Realty E-Mail Message.....	196
Internet Application— <i>Businessweek.com</i>	198
Thinking Critically About Formatting Guidelines:	
Delivery Notations Indicate Special Handling	198



Chapter 12: Adding Postscripts to Business Correspondence199

Section 1 Language Principles.....200

 12.1 Commas With Introductory Clauses.....200

Language Slips—Clause Confusion200

 12.2 Capitalization of Department Names200

 12.3 Joint and Individual Ownership.....201

 12.4 Expression of Weights and Measurements.....202

 12.5 Similar Words Accept/Except.....203

 12.6 Similar Words All ready/Already204

Section 1 Assessment.....205

 Paragraph Dictation Applications 1–3.....207

 Thinking Critically About Language: Apostrophes Signal Ownership.....207

Section 2 Formatting Guidelines.....209

 Adding Postscripts to Business Letters210

Section 2 Assessment.....211

 Document Applications211

 Grossmont Hospital Memorandum211

 United Federal Bank Modified Block Letter and Envelope212

 Montclair Memorial Hospital Modified Block Letter213

 United Federal Bank E-Mail Message215

 Internet Application—Simulated Business Trip.....217

 Thinking Critically About Formatting Guidelines: One Final Word217

Unit Four: Using Special Media Communications217

Chapter 13: Creating Announcements220

Section 1 Language Principles.....221

 13.1 Commas After Introductory Phrases.....221

Language Slips—Introductory Commas Clarify Meaning.....221

 13.2 Capitalization of Academic Subjects222

 13.3 Capitalization of Nouns With Numerals or Letters

 The Abbreviation of *Number*223

 13.4 Similar Words Every day/Everyday.....225

 13.5 Similar Words Passed/Past.....225

Section 1 Assessment.....227

 Paragraph Dictation Applications 1–3.....227

 Thinking Critically About Language: Capitalizing Nouns Before Numerals of Letters.....229

Section 2 Formatting Guidelines.....	230
Creating Announcements	230
Section 2 Assessment.....	232
Document Applications	232
Century National Bank Formal Announcement.....	232
Wellington College Informal Announcement.....	233
Portola Community College Bookstore Modified Block Letter and Envelope.....	233
College Preparatory Academy Modified Block Letter.....	234
Electronics, Etc., E-Mail Message.....	236
Internet Application—Locating Hotel Room Prices	238
Thinking Critically About Formatting Guidelines: Announcements or Memorandums?	238
 Chapter 14: Reviewing E-Mail, Memorandum, and Business Letter Formats	 239
Section 1 Language Principles.....	240
14.1 Commas With Nonrestrictive and Restrictive Phrases and Clauses.....	240
14.2 Capitalization of Academic Degrees.....	242
14.3 Expression of Metric Measurements.....	242
14.4 Similar Words Quiet/Quite.....	243
14.5 Similar Words Some Time/Sometime	244
Section 1 Assessment.....	246
Paragraph Dictation Applications 1–3	246
Thinking Critically About Language: Metric Measurements.....	246
Section 2 Assessment.....	249
Formatting Guidelines	249
Document Applications	249
ABC Online Services Memorandum.....	249
Ravtech Medical Center Modified Block Letter and Envelope	250
California State University, Northridge, Full Block Letter and Envelope.....	251
Indiana State University Modified Block Letter and Envelope	253
ABC Online Service E-Mail Message	255
Voice Recognition IN THE WORKPLACE: Voice of the People.....	255
Language Slips—Restrictive/Nonrestrictive Phrases and Clauses	257
Internet Application—New York Stock Exchange Internet Service	257
Thinking Critically About Formatting Guidelines: Attaching Documents to E-Mail	258

Chapter 15: Setting Up Press Releases	259
Section 1 Language Principles.....	260
15.1 Commas for Clarity	260
15.2 Figures to Express Clock Time.....	261
15.3 Possessives Before a Gerund.....	262
15.4 Similar Words Overdo/Overdue.....	263
15.5 Similar Words Advice/Advise.....	264
Section 1 Assessment.....	265
Paragraph Dictation Applications 1–3	265
Thinking Critically About Language: Possessives Are Used Before Gerunds.....	267
Section 2 Formatting Guidelines.....	268
Setting Up Press Releases	268
Section 2 Assessment.....	270
Document Applications	270
CompBiz Inc., Press Release	270
Allied Paint Manufacturing Corporation Modified Block Letter and Envelope	271
<i>Language Slips</i> —Commas Indicate Emphasis.....	272
Jerome’s Figure Salon Modified Block Letter and Envelope.....	272
Sunshine Homes Modified Block Letter and Envelope	274
Wilton Furniture E-Mail Message.....	276
Internet Application—Internet <i>Yellow Pages</i>	278
Thinking Critically About Formatting Guidelines: Press Release Templates	
Answer Important Questions for Readers.....	278
 Chapter 16: Reviewing Announcements and Press Releases.....	 279
Section 1 Language Principles.....	280
16.1 Semicolons With Independent Clauses	280
16.2 Periods With Polite Requests	281
16.3 Expression of Clock Time With and Without <i>O’Clock</i>	281
16.4 Biannual/Biennial	282
16.5 Similar Words Accede/Exceed.....	283
<i>Language Slips</i> —Semicolons Connect Related Thought	284
Section 1 Assessment.....	285
Paragraph Dictation Applications 1–3.....	285
Thinking Critically About Language: Periods Clarify Polite Requests.....	286
Section 2 Assessment.....	288
Formatting Guidelines	288

Document Applications	288
Biggersdorf's Department Store Memorandum.....	288
Golden Nevada Minerals Announcement.....	289
World Ecom.com Press Release	290
Wharton & Biggs Full Block Letter and Envelope.....	291
Sports Magazine E-Mail Message.....	293
Internet Application—Clearing the Cache of an Internet Browser	295
Thinking Critically About Formatting Guidelines: Comparing the Purpose, Potential Audience, and Format of Documents	295

Unit Five: Developing and Editing Short Reports and Other Messages 297

Chapter 17: Setting Up Short Reports 298

Section 1 Language Principles.....	299
17.1 Semicolons With Independent Clauses Separated by Coordinating Conjunctions.....	299
Voice Recognition IN THE WORKPLACE: Dialogue in Action.....	299
17.2 Number Format for Time Periods.....	300
Language Slips —Proper Clock Time.....	301
17.3 Capitalization of Compass Points	302
17.4 Similar Words Any way/Anyway	303
17.5 Similar Words Capital/ Capitol.....	303
Section 1 Assessment.....	305
Paragraph Dictation Applications 1–3.....	305
Thinking Critically About Language: Semicolons Join Independent Clauses That Have Commas.....	307
Section 2 Formatting Guidelines.....	308
Format a Short Business Report in Manuscript Style	308
Section 2 Assessment.....	314
Document Applications	314
Dunhill Data Communications Survey Report.....	314
White, Stevens, and Holbrook Modified Block Letter and Envelope	317
Piermont Elementary School Modified Block Letter and Envelope	319
Mother Goose Toys, Inc., E-Mail Message	321
Internet Application: Universal Currency Calculator.....	323
Thinking Critically About Formatting Guidelines: Text Heading in Business Reports	323