

Investigative Report Writing Manual For Law Enforcement

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for scholars and business men by a scholar and a business man manly and powell s manual should be of great service it gives concisely but clearly helpful suggestions on the expression of thought and authoritative information upon practices in printing of its twelve chapters the first seven are given up to writing the last five to the questions which arise in connection with the publication of articles and books the first chapter twenty five pages specifically on english composition is the most sensible rhetoric in miniature that i have ever seen the notes that follow on grammar diction punctuation capitalization and italicization are exactly what every man at all doubtful of his knowledge in these matters needs to have at hand the chapter on letter writing answers every practical question that could be asked about the subject it is too dogmatic for my taste especially in regard to personal letters but that is a detail as for the second half of the book including the index its accuracy and definiteness are hardly short of marvelous there are two books here rather than one and i do not believe that the scholar has much need of the first half or the business man of the second but the whole volume is so convenient and so inexpensive that all sorts and conditions of men are certain to thank heaven for it the english journal in these days when as the publishers of books and the producers of plays assure us every intelligent and fairly educated person as well as some who have not these qualifications has the manuscript of the great novel or epoch making play either in preparation or else

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