

APPENDIX C: Grammar Usage and Style Resources

This Manual is just one of several resources anyone who prepares or reviews NWS correspondence should have at hand. The manuals and other resources listed below are strongly recommended.

- The *U.S. Government Printing Office Style Manual*. An online version is available at:

<http://www.gpoaccess.gov/stylemanual/index.html>

- *The Gregg Reference Manual* is one of the best references for anyone who writes, edits, or prepares documents. *Gregg* covers all the basics of grammar, style, and usage. It's a must-have for all of us.
- A recommended dictionary is *Merriam-Webster's Collegiate Dictionary*. As a companion book, *The Original Roget's International Thesaurus* is suggested.
- If you prepare or review correspondence containing many geographical references, *Webster's New Geographical Dictionary* will be valuable.
- An outstanding tool for writers is *The Tongue and Quill*, published by the Air Force. This reader-friendly, comprehensive guide to communication has the answers to most of your questions on writing, editing, and formatting. An online version is available at:

<http://www.e-publishing.af.mil/shared/media/epubs/afh33-337.pdf>