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Pro Tips for Professional Writers

Part I: Punctuation and Mechanics

Joint Academy of the
Business License Officials Association and the
Municipal Finance Officers, Clerks, and Treasurers Association

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Notes

1. Martha asked Bob, “Did you complete the year-end financial report”?
2. We know we cannot win the case unless we find more evidence; something we are not likely to do after so many years.
3. She chose three employees to work on the case; Marchant, Smith, and Tyler.
4. Guests included John Doe, president of Nextron, Jane Smith, chief financial officer for Superior Hotels, and Matthew Brown, chairman of the board of directors for Acme Tires.
5. Bill accurately predicted the outcome of the Moore case; it was settled out of court.
6. Bill accurately predicted the outcome of the Moore case, he has amazing accuracy in predicting the results of most cases.
7. Please fill out the application and send it to:
Senator Goldbloom, 234 Galway Lane,
Greenville, TX 30200.

8. The attorneys who log the most billable hours in July will receive a bonus.
9. The juror made unauthorized calls to her sister who lives in Chicago.
10. The courtrooms that were painted over the summer look clean and bright.
11. The courtrooms which were painted over the summer look clean and bright.
12. Critics praised Charleston writer Josephine Humphrey's novel, *Fireman's Fair*.
13. The food at the pot-luck dinner included chicken, okra and tomatoes, mashed potatoes and gravy, macaroni and cheese, greens beans and red rice.
14. Mrs. Duck stated in her will that her assets were to become the property of her three sons, Huey, Dewey and Louie.
15. Mr. Farnsworth named the following heirs in his will: Harriet and Marvin Farnsworth, Suzanne and William Farnsworth, Melanie and Brian Mills, Patricia and Robert Jones and their children.

16. Happy Holidays from the Smith's.
17. The Williams are meeting with their attorney before the hearing.
18. Please be our guest for a dinner celebrating Tom and Mark's promotions.
19. John and Mary's wedding is next month.
20. The Harris's home was burglarized on 3 June 2006, and Mr. Harris' car was stolen out of his garage on the same evening, allegedly by the same suspect.
21. When I returned from vacation, I had three weeks worth of work waiting for me.

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