How to Use the Gregg Reference Manual and Common Questions

-The page numbers below are in reference to the 11th edition of the Gregg Reference Manual

What is the Gregg Manual? If you are required to have the Gregg Manual for class that most likely means you are in Introduction to Technical Writing. The Gregg Manual is full of the grammar rules everyone should know. It can answer your questions on punctuation, capitalization, abbreviations, numbers, grammar, spelling, and more. It is handy to have around and hold onto.

How do I find what I am looking for? The table of contents page tells you what information is included in each section of the book. When you flip to each section of the book, there is a page or two that tells you the title and paragraph number for everything covered in that section.

At the top of every page (once you're in each section) you will see a paragraph number and a page number. The paragraph numbers are small sections where a subject is being talked about. When you look at the table of contents for each chapter and see a paragraph number, this is what it is referring to. The top of the page tells you the range of paragraph numbers on that page. The paragraph number on the left page is where the paragraph numbers on that page start and the right side is that last paragraph number on the page. When reading the information, the paragraph number is located on the left side of every page.

If you prefer to look information up by page number or if you have a word or phrase you don't see in a section list, you can use the index in the back of the book (pages 693-736).

Is there a guide to my teacher's markings? On the inside of the back cover and on pages 420 and 421 there are charts of Proofreader's Marks that many professors and editors use.

What if I struggle with spelling? In section 7 of the Gregg Reference Manual there are charts dedicated to commonly misspelled and easily confused words. The entire section discusses common spelling errors and helps you review rules you already know or learn spelling rules you didn't know. (The charts to help with common spelling errors are on pages 230-243 and 244-247).

Where can I look up comma rules? The Gregg Manual discusses all uses of commas when it reviews punctuation in chapter one. Commas come up in paragraph number 122 through paragraph number 125.

When Do I capitalize an abbreviation? The rules for abbreviations are actually more complicated than most people realize. For instance, when you need to put periods between abbreviations and when you don't depends on the type of abbreviation. I digress. You want to use all-cap abbreviations when the

abbreviations that require no space or periods between them such as PIN, IRS, CEW, or NFL. This answer was found in paragraph number 508. More questions about abbreviations can be looked up in section 5.