

1 First in a
series of
useful tips

MONTGOMERY COUNTY PUBLIC SCHOOLS

Correspondence Writing Tips

**A COMPANION TO THE
MCPS CORRESPONDENCE MANUAL**



Tips for Good Writing

Use a hyphen to join two or more words serving as a single adjective before a noun:

- One-way street
- Chocolate-covered peanuts
- Well-known author

A misused and confused word

Myriad, a myriad of, myriads

The following , taken from a newspaper, is a rare case of correct usage of this usually mangled term:

“The developments were the latest in a case that has raised myriad questions about the proper bounds of psychotherapy...?”

Look for more tips in the near future!

E-mail us for a quick response to your grammar and style questions:
Donna_M_Marks@mcpsmd.org

Our Editorial Help Desk also appreciates your phone calls and visits:
301-517-8139
CESC, Room 20

We are also your contact for a copy of the *MCPS Correspondence Manual*.