



# The Gregg Reference Manual

William A. Sabin

*tribute edition* 11

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**The Gregg Reference Manual**-William A Sabin  
2001-01-01 The Gregg

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**The Gregg Reference Manual**-William A Sabin  
2014-02

**The Gregg Reference Manual**-Sabin, William A  
1999 The Gregg Reference Manual is a handbook of grammar usage primarily intended for office administration students. Students in this market spend most of their time editing reports and letters for grammar, style and format. With the Gregg manual, students become proficient at editing business communication through the instruction on grammar,

spelling, usage, and have exercises to refine their skills in the accompanying worksheets. This edition has been updated to include only references to word processing software, while eliminating mention of the typewriter. While the emphasis is on grammar, there is some instruction on general office procedures (dictating, filing).

**Gregg Reference Manual**-William A. Sabin 1995-01 The classic business reference now features a new "wrap" extension that retains the spiral binding's functionality. When placed against the back of the shelf, a pre-created extension of the back cover "wraps" around the open side and tucks under the front cover, providing an imprinted spine. The wrap piece contains an area code list that is perforated and may be removed to be kept as a reference.

**The Gregg Reference Manual**-Custom Books 2006

**The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting**

William Sabin  
2004-06-14 The Gregg Reference Manual, 10/e, by Sabin is intended for anyone who writes, edits, or prepares material for distribution or publication. For nearly fifty years, this manual has been recognized as the best style manual for business professionals and for students who want to master the on-the-job standards of business professionals. GRM provides answers that can't be found in comparable manuals. That probably explains why GRM has received so many unsolicited 5-star reviews on the Amazon Web site. Those 5-star reviews offer a clear indication of the reputation GRM enjoys in the marketplace. Visit The Gregg Reference Manual Information Center

**The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting Tribute Edition**

William Sabin  
2010-03-01 The Gregg

Reference Manual is intended for anyone who writes, edits, or prepares material for distribution or publication. For over fifty years this manual has been recognized as the best style manual for business professionals and for students who want to master the on-the-job standards of business professionals. Features of the New Edition The eleventh edition of The Gregg Reference Manual has been revised and enhanced to satisfy the continually evolving demands of business and academic writers. In addition, this special four-color edition of GRM pays tribute to the author Bill Sabin with personal photographs and a new biographical essay. Other Components of the Eleventh Edition A number of supplementary components are available online for trainers, instructors and students including: Basic Worksheets Comprehensive Worksheets Trainer's Resource Manual Instructor's Resource Manual Visit The Gregg Reference Manual Resource Center [www.mhhe.com/grm11](http://www.mhhe.com/grm11)

**The Gregg Reference Manual**-Sheila A. O'Neill  
1986

### **Building Leadership**

**Competence**-Wesley Donahue 2021-03-10 A Proven Approach to Leadership that Has Helped Thousands Achieve Success Today, competency-based education is said to be the learning of the future. Why? Because organizations use competencies to figure out what employees are capable of and where they need to grow. After years of research - and real-life experience - Dr. Wesley Donahue, Professor of Management Development and Education at Penn State University, has assembled a comprehensive framework of 35 Competencies that are essential for success in virtually every industry, organization, and position. Building Leadership Competence offers a unique and straightforward approach. The Leadership Competency Inventory allows individuals to Assess their leadership skills Create

personalized roadmaps for success Identify on-demand micro-learning courses and other resources that get results It also serves as a valuable guide for organizational leaders who conduct seminars, workshops, and for to use with learn-at-lunch programs. Building Leadership Competence guides you through the 35 competencies and gives you the tools you need to get from where you are to where you want to be. You start with our Leadership Competency Inventory. Based on your job, it shows you specific skills to tackle. Then each competency discussion teaches you what you must know to show employers that you are the person they want. An essential read, which can be used at a personal or organizational level to assess and build your leadership knowledge and skills, Building Leadership Competence is a practical and usable tool that has helped thousands achieve success. Aspiring leaders through senior executives will find his book invaluable.

### **Transparency Masters for**

## **The Gregg Reference Manual, Eighth Edition-**

William A. Sabin 1996

## **The Humongous Book of Algebra Problems-W.**

Michael Kelley 2013-11-07

When the numbers just don't add up... Following in the footsteps of the successful The Humongous Books of Calculus Problems, bestselling author Michael Kelley has taken a typical algebra workbook, and made notes in the margins, adding missing steps and simplifying concepts and solutions. Students will learn how to interpret and solve 1000 problems as they are typically presented in algebra courses- and become prepared to solve those problems that were never discussed in class but always seem to find their way onto exams. Annotations throughout the text clarify each problem and fill in missing steps needed to reach the solution, making this book like no other algebra workbook on the market.

## **Reference Manual for**

## **Stenographers and Typists-**

Ruth E. Gavin 1961

## **Exam Prep for: The Gregg Reference Manual; A Manual of ...-**

## **Instructor's Guide to the Worksheets for The Gregg Reference Manual, Eighth Edition-**William A. Sabin 1996

**Gregg Reference Manual: The Easy Way! (10th Edition)-**Timothy J. Houghton Ph. D. 2018-12-11 Students seem to have similar questions and misunderstandings when it comes to following a particular style's prescribed format. What is the proper punctuation? Which type of business document should be utilized? What is the correct format style? How are notes and bibliographies cited? How is a table formatted properly? In response, the authors developed this book to simplify the writing experience for students adhering to the rules for

writing in this particular format. The intent of the handbook is to supplement The Gregg Reference Manual (10th edition). It is provided as a condensed version of the actual manual. It is not intended to replace the manual but rather to reduce its length and complexity, making it easier for students to reference common writing issues.

**Answer Key for the Worksheets to Accompany The Gregg Reference Manual**-William A. Sabin 1993

**Morson's English Guide for Court Reporters**-Lillian I. Morson 1997-06

**Gregg Shorthand**-John Robert Gregg 1916

**The Blue Book of Grammar and Punctuation**-Jane Straus 2011-01-11 The Blue Book of Grammar and Punctuation is filled with easy-to-understand rules, real-world examples,

dozens of reproducible exercises, and pre- and post-tests. This handy workbook is ideal for teachers, students in middle school through college, ESL students, homeschoolers, and professionals. Valuable for anyone who takes tests or writes reports, letters, Web pages, e-mails, or blogs, The Blue Book offers instant answers to everyday English usage questions.

**Technical Report Writing Today**-Daniel Riordan 2013-01-03 TECHNICAL REPORT WRITING TODAY provides thorough coverage of technical writing basics, techniques, and applications. Through a practical focus with varied examples and exercises, students internalize the skills necessary to produce clear and effective documents and reports. Project worksheets help students organize their thoughts and prepare for assignments, and Focus boxes highlight key information and recent developments in technical communication. Extensive individual and collaborative exercises expose

students to different kinds of technical writing problems and solutions. Annotated student examples--more than 100 in all--illustrate different writing styles and approaches to problems. Numerous short and long examples throughout the text demonstrate solutions for handling writing assignments in current career situations. The four-color artwork in the chapter on creating visuals keeps pace with contemporary workplace capabilities. The Tenth Edition offers the latest information on using electronic resumes and documenting electronic sources and Ethics and Globalization sidebars that highlight these two important topics in the technical communication field. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**The Essential 99 Punctuation Rules for Court Reporters**--Kenneth Wick 2019-01-04 An Inexpensive Solution:

Unfortunately, many court reporting students cannot afford Morson's English Guide (LMEG), Bad Grammar / Good Punctuation (BGGP), or The Gregg Reference Manual (GRM). The 99 Punctuation Rules is meant as an inexpensive solution until the court reporting student can purchase one or more of these references. 80/20 Principle: The 80/20 principle states that about 80 percent of the results come from 20 percent of the causes. Therefore, roughly 80 percent of punctuation usage comes from 20 percent of the punctuation rules. The 99 Punctuation Rules focuses on the 20 percent or the most commonly used punctuation rules. Grammar: There is an initial focus on understanding grammar. You don't need to be a grammarian, but you can't punctuate well without knowing the basics of grammar and sentence structure. References: The rules in the 99 Punctuation Rules are not my rules. They are the rules in the most current edition of LMEG, BGGP, and GRM. Other references were consulted when the LMEG, BGGP,

and/or GRM did not agree. Unlike the "Student Edition" of this book, the differences in the references are cited, discussed, and compared with additional references like The Chicago Manual of Style. Therefore, this work is subtitled "Reference Edition."

**Gregg Reference Manual-**  
William A. Sabin 1999-06-01

**The Best Punctuation Book, Period-**June

Casagrande 2014-04-15 This all-in-one reference is a quick and easy way for book, magazine, online, academic, and business writers to look up sticky punctuation questions for all styles including AP (Associated Press), MLA (Modern Language Association), APA (American Psychological Association), and Chicago Manual of Style. Punctuate with Confidence—No Matter the Style Confused about punctuation? There's a reason. Everywhere you turn, publications seem to follow different rules on everything from possessive apostrophes

to hyphens to serial commas. Then there are all the gray areas of punctuation—situations the rule books gloss over or never mention at all. At last, help has arrived. This complete reference guide from grammar columnist June Casagrande covers the basic rules of punctuation plus the finer points not addressed anywhere else, offering clear answers to perplexing questions about semicolons, quotation marks, periods, apostrophes, and more. Better yet, this is the only guide that uses handy icons to show how punctuation rules differ for book, news, academic, and science styles—so you can boldly switch between essays, online newsletters, reports, fiction, and magazine and news articles. This handbook also features rulings from an expert "Punctuation Panel" so you can see how working pros approach sticky situations. And the second half of the book features an alphabetical master list of commonly punctuated terms worth its weight in gold, combining rulings from the major style guides and showing exactly where they differ. With The

Best Punctuation Book, Period, you'll be able to handle any punctuation predicament in a flash—and with aplomb.

### **The Chicago Guide to Grammar, Usage, and Punctuation**

Bryan A. Garner

2016-05-16 The authoritative guide to using the English language effectively, from “the greatest writer on grammar and usage that this country has ever produced” (David Yerkes, Columbia University). The author of *The Chicago Manual of Style's* popular “Grammar and Usage” chapter, Bryan A. Garner is renowned for explaining the vagaries of English with absolute precision and utmost clarity. With *The Chicago Guide to Grammar, Usage, and Punctuation*, he has written the definitive guide for writers who want their prose to be both memorable and correct. Garner describes standard literary English—the forms that mark writers and speakers as educated users of the language. He also offers historical context for

understanding the development of these forms. The section on grammar explains how the canonical parts of speech came to be identified, while the section on syntax covers the nuances of sentence patterns as well as both traditional sentence diagramming and transformational grammar. The usage section provides an unprecedented trove of empirical evidence in the form of Google Ngrams, diagrams that illustrate the changing prevalence of specific terms over decades and even centuries of English literature. Garner also treats punctuation and word formation, and concludes the book with an exhaustive glossary of grammatical terms and a bibliography of suggested further reading and references. *The Chicago Guide to Grammar, Usage, and Punctuation* is a magisterial work, the culmination of Garner's lifelong study of the English language. The result is a landmark resource that will offer clear guidelines to students, writers, and editors alike. “[A manual] for those of us laboring to produce

expository prose: nonfiction books, journalistic articles, memorandums, business letters. The conservatism of his advice pushes you to consider audience and occasion, so that you will understand when to follow convention and when you can safely break it.”—John E. McIntyre, Baltimore Sun

### **College English and Communication, Student Edition**—Sue Camp

2002-02-22 College English and Communication 8e by Camp and Satterwhite provides expanded coverage of grammar, usage and writing skills, along with a comprehensive review of the principles of communication with emphasis on real-world communication. The eighth edition includes new features that provide students with real-world information and activities.

### **The GREGG Shorthand Manual Simplified**—John R. Gregg

1955-06-22 Instructional material and practice exercises provide a

simplified introduction to the celebrated shorthand system

**Style Guide**—The Economist  
2015-06-23 This expanded twelfth edition of the bestselling guide to style is based on the Economist's own updated house style manual, and is an invaluable companion for everyone who wants to communicate with the clarity, style and precision for which the Economist is renowned. As the introduction says, 'clarity of writing usually follows clarity of thought.' The Economist Style Guide gives general advice on writing, points out common errors and clichés, offers guidance on consistent use of punctuation, abbreviations and capital letters, and contains an exhaustive range of reference material - covering everything from accountancy ratios and stock market indices to laws of nature and science. Some of the numerous useful rules and common mistakes pointed out in the guide include:  
\*Which informs, that defines.  
This is the house that Jack built. But: This house, which Jack built, is now falling down. Discreet means

circumspect or prudent; discrete means separate or distinct. Remember that "Questions are never indiscreet. Answers sometimes are" (Oscar Wilde). Flaunt means display, flout means disdain. If you flout this distinction you will flaunt your ignorance Forgo means do without; forego means go before. Fortuitous means accidental, not fortunate or well-timed. Times: Take care. Three times more than X is four times as much as X. Full stops: Use plenty. They keep sentences short. This helps the reader.

**Gregg Shorthand - A Manual for Shorthand (Annotated)**-John Gregg 2019-10-29 Published by John Robert Gregg in 1916, this Book is the Original 5th Edition of the Gregg Shorthand Manuals. This Manual Includes A Detailed Biography About John Robert Gregg and 50 Blank Gregg Shorthand/Steno Practice Pages at the End. This is Great Shorthand Book for Beginners and this is a Self-Taught Course You Can Do at

Home! Gregg Shorthand Is A Form of Shorthand Writing Invented by Gregg Shorthand in 1888, and the Most Popular Form of Shorthand in the USA (Pittman Shorthand is Most Popular in the UK). An Abbreviated Form of Longhand Writing, Gregg Shorthand Increases Writing Speed, By Using a Phonetic System of Symbols Which Are Written as They Sound. Efficient Shorthand Writing, A Form of Stenography, Happens with Practice and Time. This Shorthand Practice Writing Notebook Will Help You Get Better with Your Shorthand Writing. Shorthand Can Benefit Journalists, Court Reporters, High School and College Students, and Especially, Stenographers. More About This Shorthand Practice Journal: Size: 6x9 Inches 229 Pages Perfect Bound Softcover Notebook Beautiful Glossy Finish on Cover

**Veterinary Parasitology Reference Manual**-William J. Foreyt 2013-05-31 Veterinary Parasitology Reference Manual, Fifth Edition is apractical, thorough, bench

top reference for basic diagnosticveterinary parasitology. The manual provides pertinent informationon parasite life cycles, importance, location in the host, zoonoticpotential, current literature, diagnosis, and treatment. It alsoincludes step-by-step instructions for the most common diagnosticprocedures used in routine veterinary practice. Sections are organized by animal host species, including dogs;cats; cattle, sheep and goats; llamas; horses; pigs; birds; ratites(ostriches, emus, and cassowaries); and laboratory animals, as wellas wildlife, reptiles, marine mammals, and humans. There is asection in which common artifacts found in fecal samples arepresented, and the last section includes conversion tables and alist of abbreviations. Features of the Fifth edition include: \* updated and enhanced references \* information on new drugs \* improved section on parasites of marine mammals \* sections on parasites of laboratory animals and humans \* over 500 photographs and figures Readers will find this to be an

easily accessible and accurateresource for information about parasites in a variety of animals -wild, domestic, common and exotic.

### **Basic Manual for the Legal Professional-**

#### **The Indigo Book-**

Christopher Jon Sprigman  
2016-05-02 This public domain book is an open and compatible implementation of the Uniform System of Citation.

#### **BPF Performance Tools-**

Brendan Gregg 2019-11-27  
BPF and related observability tools give software professionals unprecedented visibility into software, helping them analyze operating system and application performance, troubleshoot code, and strengthen security. BPF Performance Tools: Linux System and Application Observability is the industry's most comprehensive guide to using these tools for observability. Brendan Gregg,

author of the industry's definitive guide to system performance, introduces powerful new methods and tools for doing analysis that leads to more robust, reliable, and safer code. This authoritative guide: Explores a wide spectrum of software and hardware targets Thoroughly covers open source BPF tools from the Linux Foundation iovisor project's bcc and bpfftrace repositories Summarizes performance engineering and kernel internals you need to understand Provides and discusses 150+ bpfftrace tools, including 80 written specifically for this book: tools you can run as-is, without programming — or customize and develop further, using diverse interfaces and the bpfftrace front-end You'll learn how to use BPF (eBPF) tracing tools to analyze CPUs, memory, disks, file systems, networking, languages, applications, containers, hypervisors, security, and the Linux kernel. You'll move from basic to advanced tools and techniques, producing new metrics, stack traces, custom latency histograms, and more. It's like having a

superpower: with Gregg's guidance and tools, you can analyze virtually everything that impacts system performance, so you can improve virtually any Linux operating system or application.

**The Business Style Handbook, Second Edition: An A-to-Z Guide for Effective Writing on the Job**

Helen Cunningham  
2012-10-26 Revised and updated for the newest digital platforms—the classic guide to business writing style and protocols While retaining all the valuable information that has made The Business Style Handbook a modern classic, the second edition provides new words, phrases and guidance to help you express yourself clearly, confidently and correctly on any digital platform. New to this edition: Updated A-to-Z section with 250 new entries Best practices for email in a world of portable devices Insights from communications executives at global companies Praise for The Business Style Handbook

“This may be the handiest and clearest book of tips on basic business writing I’ve read in a long time.” —Pam Robinson, cofounder, the American Copy Editors Society “An excellent primer on how to communicate effectively in a business setting.” —Michael Barry, vice president, media relations, Insurance Information Institute “This book is especially helpful for people when English is their second language. I recommend it to all my business classes.” —Elizabeth Xu, Ph.D., author, executive mentor and leadership class instructor, Stanford University “You never want poor writing to get in the way of what you’re saying. . . . This style guide is a valuable resource to help ensure that the quality of your writing differentiates you.” —Bart Mosley, principal and chief investment officer, Alprion Capital Management LP

**The Oxford Dictionary of American Usage and Style**  
Bryan A. Garner 2000 Covers basic grammar, punctuation, spelling, and idiomatic phrases of American English.

**The Swaps and Financial Derivatives Library**-Satyajit Das 2006-04-21 The Das Swaps & Financial Derivatives Library - Third Edition, Revised is the successor to Swaps & Financial Derivatives, which was first published in 1989 (as Swap Financing). A second edition was published in 1994 (as Swaps & Financial Derivatives - Second Edition (in most of the world) and Swaps & Derivative Financing - Second Edition (in the USA). The changes in the market since the publication of the second edition have necessitated this third edition. The Das Swaps & Financial Derivatives Library - Third Edition, Revised is a four-volume set that incorporates extensive new material in all sections to update existing areas of coverage. In addition, several new chapters covering areas of market development have been included. This has resulted in a significant expansion in the size of the text. The four volumes in this set are: Derivative Products & Pricing Risk Management Structured Products Volume

1: Exotic Options, Interest Rates & Currency Structured Products Volume 2: Equity, Commodity, Credit & New Markets

**Routledge International Handbook of Consumer Psychology**-Cathrine V.

Jansson-Boyd 2016-11-18 This unique handbook maps the growing field of consumer psychology in its increasingly global context. With contributions from over 70 scholars across four continents, the book reflects the cross-cultural and multidisciplinary character of the field. Chapters relate the key consumer concepts to the progressive globalization of markets in which consumers act and consumption takes place. The book is divided into seven sections, offering a truly comprehensive reference work that covers: The historical foundations of the discipline and the rise of globalization The role of cognition and multisensory perception in consumers' judgements The social self, identity and well-being, including their relation to

advertising Social and cultural influences on consumption, including politics and religion Decision making, attitudes and behaviorally based research Sustainable consumption and the role of branding The particularities of online settings in framing and affecting behavior The Routledge International Handbook of Consumer Psychology will be essential reading for anyone interested in how the perceptions, feelings and values of consumers interact with the decisions they make in relation to products and services in a global context. It will also be key reading for students and researchers across psychology and marketing, as well as professionals interested in a deeper understanding of the field.

**The Elements of Style**

William Strunk 1918 This classic book is intended for use in which the practice of composition is combined with the study of literature, it gives in brief space the principal requirements of plain English

style and concentrates attention on the rules of usage and principles of composition most commonly violated.

**Like Me**-Chely Wright

2010-05-04 Chely Wright, singer, songwriter, country music star, writes in this moving, telling memoir about her life and her career; about growing up in America's heartland, the youngest of three children; about barely remembering a time when she didn't know she was different. She writes about her parents, putting down roots in their twenties in the farming town of Wellsville, Kansas, Old Glory flying atop the poles on the town's manicured lawns, and being raised to believe that hard work, honesty, and determination would take her far. She writes of making up her mind at a young age to become a country music star, knowing then that her feelings and crushes on girls were "sinful" and hoping and praying that she would somehow be "fixed." ("Dear God, please don't let me be gay. I promise not to lie. I promise not to steal. I promise

to always believe in you . . . Please take it away.") We see her, high school homecoming queen, heading out on her own at seventeen and landing a job as a featured vocalist on the Ozark Jubilee (the show that started Brenda Lee, Red Foley, and Porter Wagoner), being cast in Country Music U.S.A., doing four live shows a day, and—after only a few months in Nashville—her dream coming true, performing on the stage of the Grand Ole Opry . . . She describes writing and singing her own songs for producers who'd discovered and recorded the likes of Reba McEntire, Shania Twain, and Toby Keith, who heard in her music something special and signed her to a record contract, releasing her first album and sending her out on the road on her first bus tour . . . She writes of sacrificing all for a shot at success that would come a couple of years later with her first hit single, "Shut Up And Drive" . . . her songs (from her fourth album, Single White Female) climbing the Billboard chart for twenty-nine weeks, hitting the #1 spot . . . She writes about the friends she made

along the way—Vince Gill, Brad Paisley, and others—writing songs, recording and touring together, some of the friendships developing into romantic attachments that did not end happily . . . Keeping the truth of who she was clutched deep inside, trying to ignore it in a world she longed to be a part of—and now was—a world in which country music stars had never been, could not be, openly gay . . . She writes of the very real prospect of losing everything she'd worked so hard to create . . . doing her best to have a real life—her best not good enough . . . And in the face of everything she did to keep herself afloat, she writes about how the vortex of success and hiding who she was took its toll: her life, a tangled mess she didn't see coming, didn't want to; and, finally, finding the guts to untangle herself from the image of the country music star she'd become, an image steeped in long-standing ideals and notions about who—and what—a country artist is, and what their fans expect them to be . . . I am a songwriter," she writes. "I am

a singer of my songs—and I have a story to tell. As I've traveled this path that has delivered me to where I am today, my monument of thanks, paying honor to God, remains. I will do all I can with what I have been given . . ." Like Me is fearless, inspiring, true.

**The Magic Finger**-Roald Dahl 2013-01-01 'Well, that did it! I saw red. And before I was able to stop myself, I did something I never meant to do. I put the magic finger on them all!'

**How Much Land Does a Man Need? and Other Stories**-Leo Tolstoy 2012 In this collection, "How Much Land Does a Man Need? And Other Stories," Russian born Leo Tolstoy (1828-1910) demonstrates his varied subject matter and style in his shorter fiction. In the title piece, "How Much Land Does a Man Need?," Tolstoy explores this very question through the story of a peasant with an increasing appetite for land. In "What Men Live

By," the humble shoemaker Simon sets out to collect money to pay for new coats for the family. "A Spark Neglected Burns the House" is a parable examining the process of reconciliation. Also included are "Two Hussars," "Where Love is," "God Is," "Two Old Men," and "A Prisoner in the Caucasus," some of Tolstoy's finest early

work. Though Tolstoy is widely known for "War and Peace" and "Anna Karenina," considered two of the greatest novels in world literature, his short stories remain valuable classics in their own regards.