



Everything You Always Wanted to Know about Business Writing: *But Never Learned in School! (Paperback)

By Dr William Russo

Createspace, United States, 2011. Paperback. Book Condition: New. 254 x 203 mm. Language: English . Brand New Book ***** Print on Demand *****.STRATEGIES for a variety of problems or occasions listed in this booklet can be adapted for both letter and memorandum format, for e-mail or blog, newsletter or speech. Explained in this booklet are templates of action, including overlooked concepts and problems by many other business writing texts. Segments presented in this booklet include Tweets, Abstracts, Digests, Meeting Minutes, Routine Inquiry Memos or Letters, Complaint/Claims Letters, Thank You Letters and Notes, Invitation Letters, as well as Cover Letters and Resume Rules. Additional units explain the difficulty of the Sales Letter or how to frame the Bad News Letter. You can even find out how to address an envelope in this booklet.



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