1001 Business Letters For All Occasions

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Synopsis. We live in a world of instant communication. However, business often requires that we put our words in writing. Whether readers communicate by letter, e-mail, or text message, it is important to choose their words carefully and express themselves clearly."1001 Business Letters for all Occasions" makes this easy, with templates and model letters for every type of business situation.Readers will master: modern manners for business and social communication; the art of creating letterhead;

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