

How to Write Better Letters

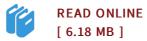
CHERRY CHAPPELL

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By Cherry Chappell

Penguin Books Ltd, United Kingdom, 2006. Paperback. Book Condition: New. 181 x 111 mm. Language: English . Brand New Book. The Penguin Writers Guides series provides authoritative, succinct and easy-to-follow guidance on specific aspects of written English. Whether you need to brush up your skills or get to grips with something for the first time, these invaluable Guides will help you find the best way to get your message across clearly and effectively. A simple and practical guide, How to Write Better Letters explains how to write a wide range of letters, from invitations and letters of condolence to practical correspondence including complaints, job applications, letters of resignation and those trying to raise sponsorship. Drawing on advice from a variety of experts and containing many authentic letters as examples, this guide also details the appropriate title to give any correspondent, outlines common mistakes in spelling and grammar, and provides essential tips on matters such as setting the correct tone when writing emails.



Reviews

Complete guideline! Its this kind of good read. It can be writter in easy terms rather than difficult to understand. I am delighted to tell you that here is the very best book i have got go through during my very own lifestyle and might be he greatest ebook for at any time.

-- Bill Klein

This ebook is fantastic. It is probably the most awesome book i actually have read. I found out this ebook from my i and dad suggested this book to understand.

-- Ethel Mills