



Actual Business English

By Prentice Hoover Deffendall

BiblioLife. Paperback. Book Condition: New. This item is printed on demand. Paperback. 220 pages. Dimensions: 8.0in. x 5.0in. x 0.5in. This historic book may have numerous typos and missing text. Purchasers can download a free scanned copy of the original book (without typos) from the publisher. Not indexed. Not illustrated. 1922. Excerpt: . . . LESSON FORTY The Whole Composition The whole composition usually consists of a series of related paragraphs, each contributing toward the development of a single subject. In the business world the form of composition generally required is the letter. Throughout this book the language and subject-matter of business correspondence has been used. Letter writing as such, however, is to be studied in the letter-writing text for which this is the base. A word concerning the importance of this study will, therefore, be instructive. By almost every concern not purely local, business is carried on chiefly by correspondence, and employers are ever alert to find those who can write effective letters--letters that win. And what is more, they are willing to pay good salaries. Recently, a large wholesale company granted the members of its adjustment and collection departments very substantial increases in pay at a time when it...



Reviews

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