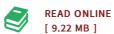




Twenty Lessons in Letter Writing and Business Forms; For Schools and Private Study

By Orville Marcellus Powers

Rarebooksclub.com, United States, 2013. Paperback. Book Condition: New. 246 x 189 mm. Language: English . Brand New Book ****** Print on Demand ******. This historic book may have numerous typos and missing text. Purchasers can usually download a free scanned copy of the original book (without typos) from the publisher. Not indexed. Not illustrated. 1899 edition. Excerpt: .exercise, and have filled it in a satisfactory manner, as you believe, for a period of one year. Address a letter to your employers, stating that owing to a necessary increase in your expenses, you find your present salary barely sufficient to meet your needs, and respectfully ask for an increase. State that you would not like to leave their employ, although you have a better offer from another house. To the Student. Write the number of the Lesson above each letter or exercise paper. Having written the above letters in your best manner, proceed to answer the following Questions for Review. 1. What is the superscription of a letter? Give the position of its parts. 2. Where may the number and street be placed? Where the county? 3. What punctuation marks are used in the superscription of a letter? 4. What is said...



Reviews

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