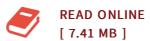




The Elements of E-Mail Style (Hardback)

By David Angell, Brent Heslop

Pearson Education (US), United States, 1994. Hardback. Book Condition: New. 203 x 114 mm. Language: English . Brand New Book. Electronic mail is a primary means of communication among computer users. It is text-based but conversational and spontaneous, and it has its own special rules and restrictions. Email has the potential to reach instantaneously one or thousands of people worldwide, giving users incredible power and accessibility. The book explains in a concise, easy-to-use format essential e-mail guidelines and rules. It covers style, tone, typography, formatting, politics, and etiquette and outlines basic rules of composition within the special context of writing email. It also includes samples and templates for writing specific types of e-mail correspondence.



Reviews

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HarperCollins Publishers Inc, United States, 2016. Paperback. Book Condition: New. Reprint. 203 x 135 mm. Language: English. Brand New Book. An international bestseller, Barbara Coloroso s groundbreaking and trusted guide on bullying-including cyberbullying-arms parents and teachers with real solutions for a...



Christmas Favourite Stories: Stories + Jokes + Colouring Book: Christmas Stories for Kids (Bedtime Stories for Ages 4-8): Books for Kids: Fun Christmas Stories, Jokes for Kids, Children Books, Books for Kids, Free Stories (Christmas Books for Children) (P

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