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Business English and Correspondence (Classic Reprint)

By Roy Davis

Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English Brand New Book ***** Print on Demand *****.Excerpt from Business English and Correspondence This book is designed for use in secondary and commercial schools. The subject matter has been chosen as a result of a careful inquiry, among teachers of English and business men, as to what a course in business English and correspondence should include. With the expansion of business courses and the experience gained in teaching English and letter-writing in commercial classes, the importance of presenting these subjects from a practical as well as from a literary point of view has come to be clearly understood. But anything more than the mere mechanics of letter-writing must be founded on a knowledge of the basic principles of grammar and composition. The student must have also a ready command of punctuation, be able to spell accurately, and have a working knowledge of a fairly large vocabulary. With these guiding principles in mind, the subject matter of this book has been developed. Chapters I-V deal with the essentials of grammar, punctuation, and spelling, the use of words, and composition. Chapters VI-XVI illustrate constantly not only the...



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