



Penguin Writers Guides: How to Write Better Letters

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.



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