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Great Letters for Every Occasion

By Rosalie Maggio

Pearson Education (US). Paperback. Book Condition: new. BRAND NEW, Great Letters for Every Occasion, Rosalie Maggio, The bestselling author of How to Say It brings wisdom, inspiration, and fun to the art of letterwriting. Drawing from the author's personal collection of persuasive, moving, and humorous letters, this unique resource stresses the rules of form, tone, and word choice--and shows when to break them. Aimed at a general audience whose letterwriting needs may range from simple to sophisticated, Great Letters for Every Occasion combines the advantages of a model-letter book with guidelines that allow the reader to tailor them to specific needs. Drawing on years of feedback from readers of How to Say It, Rosalie Maggio has included chapters on the items that people have most requested: e-mail, faxes and memos; how to address sensitive issues--from sexual harassment to the return of a borrowed item. Here are suggested opened lines to help you get started as well as quotations that can be used in your letter. Great Letters for Every Occasion begins with a brief user's guide and provides simple, successful formulas for writing the basic fifty types of letters. Throughout, bulleted checklists of do's and don'ts make fundamental principles clear...



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