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• Persuasive Writing and Speaking: Communication Fundamentals for Business, by Phyllis Wachob Stamford, CT: Thomson Learning, 2004 • How to Talk so People Listen, by Sonya Hamlin New York, NY: HarperCollins Publishers, 2006 • The Encyclopedia of Business Letters, Faxes, and Emails, by Robert W Bly and Regina Anne Kelly

English Language Reference Materials

The encyclopedia of business letters, faxes, and e-mail : features hundreds of model letters, faxes, and e-mail to give your business writing the attention it deserves Robert W Bly & Regina Anne Kelly

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F. W. King F.I.L. (Ger.) Correspondence for D. Ann Cree ...

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business letters may be defined as a media or means through which views are expressed and ideas or information is communicated in writing in the process of business activities 143 Importance of Business Correspondence Now-a-days business operations are not restricted to any locality, state or nation Today

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To write letters to friends, pen friends, relatives, etc To write business and official letters To send faxes, e-mails[formal] To open accounts in post offices and banks To fill in railway/airline reservation forms To write on various issues to institutions seeking relevant information, lodge

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Writing Routine Letters, Memos and Emails

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- write letters to friends, relatives, etc to write business and official letters
- send faxes, e-mails[formal]
- open accounts in post offices and banks to fill in railway/airline reservation forms
- write on various issues to institutions seeking relevant information, lodge complaints, express thanks or tender apology

Word XP module - Western Illinois University

Word Processing/Desktop Publishing Overview: Microsoft® Word A word processor is used to produce documents such as letters, memos, and reports Microsoft® Word software offers many exciting formatting and editing features to make your word processing easier You can easily check the spelling of a word or the entire document

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