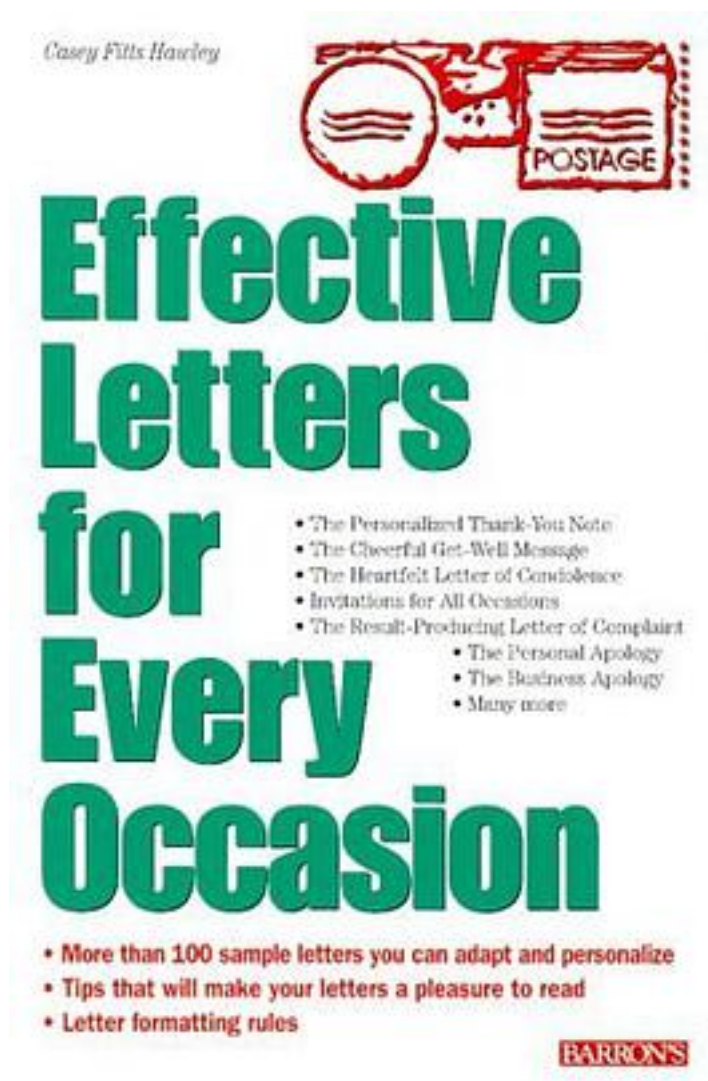


Effective Letters for Every Occasion



[Effective Letters for Every Occasion 下载链接1](#)

著者:Casey Fitts Hawley

出版者:Barron's Educational Series

出版时间:2000-02-01

装帧:Paperback

isbn:9780764112133

Even in this present era, dominated by fax machines and cell phones, occasions arise when we must sit down and write a personal letter. Author Casey Fitts Hawley is here to help and to revive that nearly lost art. Her book contains template letters that can be adapted and personalized to fit virtually every need. And for those who want to strike off on their own she offers writing tips and techniques to make personal letters memorable, attention-catching, distinctively personal, and a pleasure for their recipients to read. Letters cover a variety of topics, including touchy situations, congratulations, social announcements and invitations, complaints and compliments, correspondence with professional people, and much more. Standard rules of letter formatting are presented, and give readers a head start for writing letters of all kinds.

作者介绍:

目录:

[Effective Letters for Every Occasion_ 下载链接1](#)

标签

评论

[Effective Letters for Every Occasion_ 下载链接1](#)

书评

[Effective Letters for Every Occasion_ 下载链接1](#)