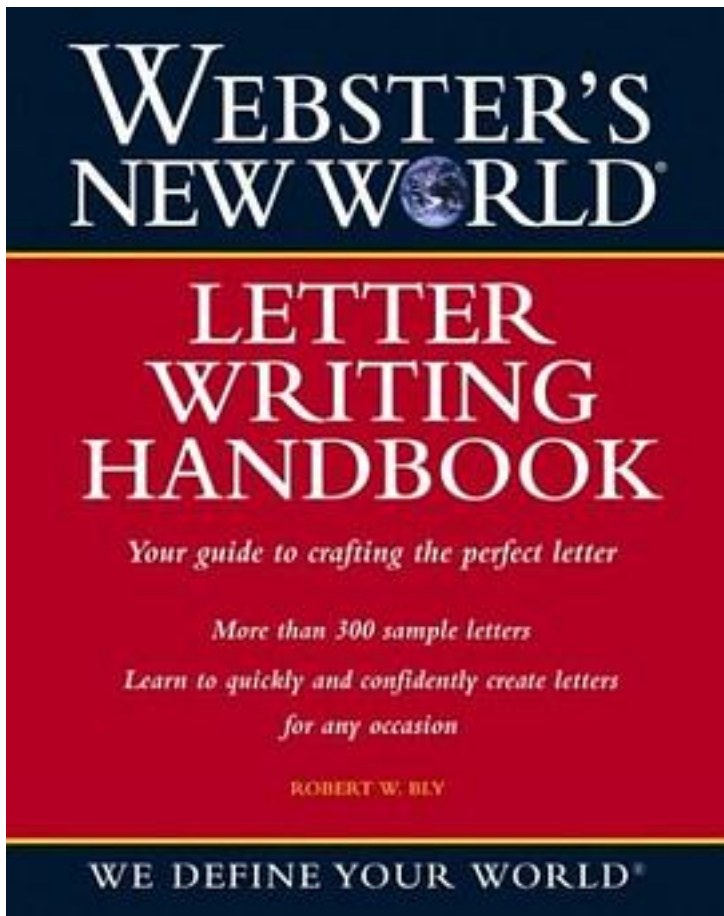


Webster's New World Letter Writing Handbook



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Book Description

Expert tips and 300 sample letters make business and personal correspondence a snap.

When trying to close a sale, answer a complaint, or offer thanks, a well-crafted letter can make all the difference. Packed with practical advice and 300 easy-to-adapt sample letters, this all-purpose guide shows readers how to write letters that get results -at work and at home.

Covering the nuts-and-bolts of letter writing as well as the secrets of high-impact prose, the book delivers proven recipes for attention-grabbing introductions, persuasive arguments, memorable phrases, and closing clinchers. Best of all, it offers guidance on business and personal letters for every circumstance, from job hunting, selling, fundraising, and asking favors to giving a reprimand, responding to criticism, expressing sympathy, and declining gracefully. It's the only reference anyone will ever need to write the perfect letter, whatever the occasion.

From the Back Cover

The right letter can make all the difference. Whether you're trying to get a better job, communicate business information with clarity, or just say thanks to an old friend, great letters leave a lasting impression. But drafting every letter from scratch takes time; that's why there's the Webster's New World Letter Writing Handbook. It covers all the essentials of effective letter writing, offers more than 300 customizable real-world examples, and includes proven advice on:

- * Grabbing your reader's attention
- * Stating your case effectively
- * Swaying your reader's opinion
- * Closing with a clincher
- * Getting the response you want

The Webster's New World Letter Writing Handbook covers far more than just cover letters and thank-you notes; you'll find unbeatable examples and world-class advice for crafting every kind of letter:

? congratulations ? apologies ? expressions of sympathy ? fundraising ? requests for favors ? requests for information ? job search ? selling ? complaints and responses to complaints ? feedback ? reprimands ? refusals ? bill collections ? and more!

Book Dimension

length: (cm)19.7 width:(cm)12.8

作者介绍:

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标签

英语

书信

英文写作

写作

English

语言

教材

工具書

评论

在以表达情感的私人信件中，要注意写作时的心情不要过于激动，以免说不恰当的话，造成难以收拾的局面。所以不妨写完之后，隔一天再检查一下寄出去。以往读过写作书中似乎没有提到过这件事：)

作为实用书籍，很好

案头书，备查。

practical

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书评

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