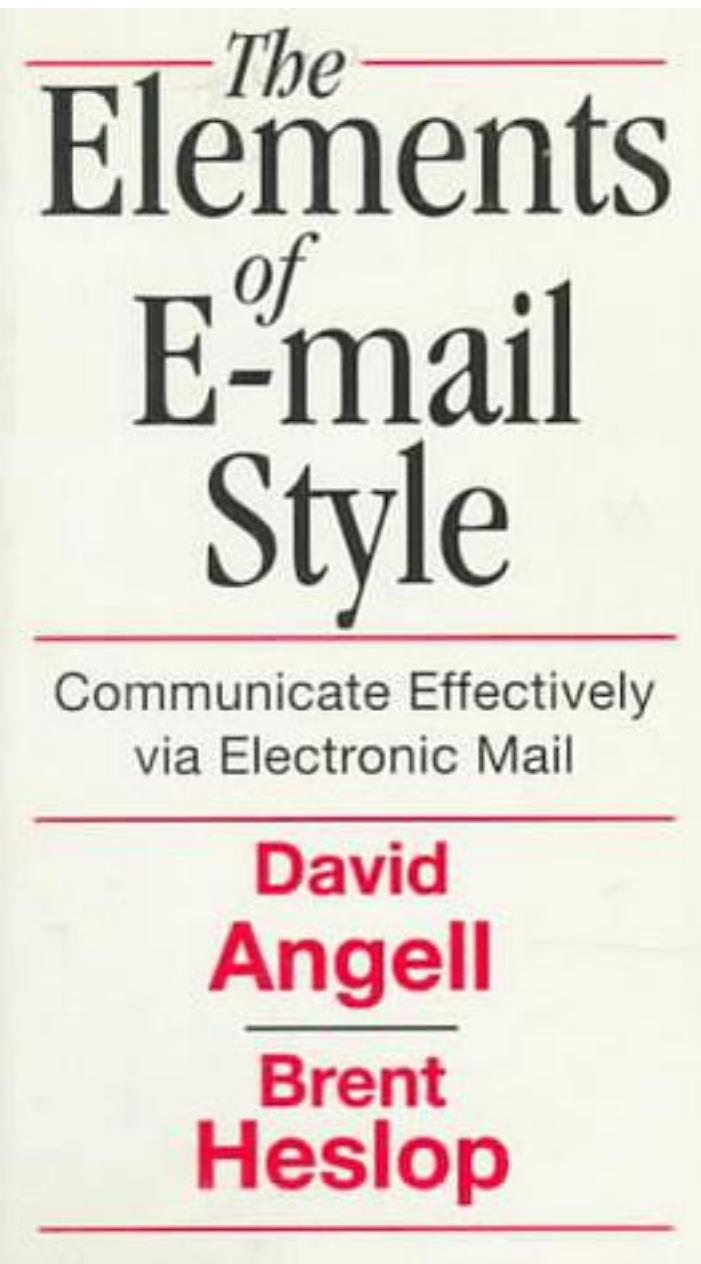


Elements of E-Mail Style



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Electronic mail is a primary means of communication among computer users. It is text-based but conversational and spontaneous, and it has its own special rules and restrictions. E-mail has the potential to reach instantaneously one or thousands of people worldwide, giving users incredible power and accessibility. The book explains in a concise, easy-to-use format essential e-mail guidelines and rules. It covers style, tone, typography, formatting, politics, and etiquette and outlines basic rules of composition within the special context of writing e-mail. It also includes samples and templates for writing specific types of e-mail correspondence.

作者介绍:

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和Economical

Writing搭配着看风味绝佳。两书中的矛盾观点代表了保守派和现代派用法的交锋；至于最后选哪个，大家根据实践各取所需吧~

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