

# Readymade Business Letters That Get Results (Daily Express Guides)

Dening, Jim

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# Readymade Business Letters

**Ralph L. Wood**



## **Readymade Business Letters:**

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**Business Letter Writing** Ralph L. Wood,1927      How to Write Effective and Professional Business Letters in a Global Context Dueep Jyot Singh,John Davidson,2018-03-26 Table of Contents Introduction Letter Writing Etiquette Clarity of Communication Keep It Brief KIB Tips Before You Send Your Letter Check for Accuracy Proper Spelling aka English as is Spiked Careful about the Titles Correcting your boss s Grammar Tone of Your Business Letter I Am so Angry Capital Letters Punctuation and Typos How to Address Letters Salutations Conclusion Native English speakers Author Bio Publisher Introduction When I was studying at the local management college more than 3 decades ago one of our professors told us students You may become senior ranking managers as you get promoted to higher ranks in your jobs but if you do not know how to write an impressive businesslike and thoroughly professional business letter you are going to go nowhere on the ladder to the top Many of us coughed rather sheepishly because according to us we were already managers in our minds eye and we had a secretary to take our dictation shorthand and rightly business letter for us Naturally we woke up to reality soon after when we began to work on our different jobs and often we had to take care of the correspondence ourselves Some of the letters were too confidential to be handed over to the office typing pool This was way back in the late eighties and early nineties when letters were still written by hand and sent by mail We did not know that within the next 15 years the whole world would be tied up with an electronic network and correspondence would be done by tapping on a keyboard on a desktop screen Also this book is not restricted to letter writing to people in your own country or area In this millennial world today

your job is to expand your horizons and that is why this book is going to tell you all about writing letters in a global context Also you are going to be told something about cultures and traditions and business environments of other lands and people which may look strange to you but that is the way business writing has been done for millenniums according to their culture standard of literacy and society Many people who are not quite well versed with office etiquette are under the impression that letter writing is something not very important because after all you are messaging your clients or you have one stereotyped format which you send out as acknowledgment for every email sent to your company with a paragraph telling the client that he is going to be contacted by somebody in the next 12 24 hours and thank you for getting in touch with us The mail of course has a do not reply address on top You may think that this is a pretty nifty and modern way of tracking your correspondence but in many parts of the world where business dealings and environments are still pretty old fashioned a well written letter is quite impressive especially when the receiver makes his first impression on your correspondence especially when it is a first time letter to his company I remember way back in 87 when I was at university in a comparatively small town and went to the market to buy some handmade traditional shoes for which that particular town was famous all over the country They did not speaking English there

*Greenwood's Business Letter Phrases and Paragraphs* William John Greenwood,1927    **Business Letters that Click** Printers' ink,1948    *Correct Business Letter Writing and Business English* Josephine Turck Baker,1920    **Good English Form Book in Business Letter Writing ...** Sherwin Cody,1904

**How to Do Business by Letter** Sherwin Cody,1918    *The Complete Book of Contemporary Business Letters* Strategic Communications,1996    **Gender and Rhetorical Space in American Life, 1866-1910** Nan Johnson,2002 Nan Johnson demonstrates that after the Civil War nonacademic or parlor traditions of rhetorical performance helped to sustain the icon of the white middle class woman as queen of her domestic sphere by promoting a code of rhetorical behavior for women that required the performance of conventional femininity Through a lucid examination of the boundaries of that gendered rhetorical space and the debate about who should occupy that space Johnson explores the codes governing and challenging the American woman s proper rhetorical sphere in the postbellum years While men were learning to preach practice law and set political policies women were reading elocution manuals letter writing handbooks and other conduct literature These texts reinforced the conservative message that women s words mattered but mattered mostly in the home Postbellum pedagogical materials were designed to educate Americans in rhetorical skills but they also persistently directed the American woman to the domestic sphere as her proper rhetorical space Even though these materials appeared to urge the white middle class women to become effective speakers and writers convention dictated that a woman s place was at the hearthside where her rhetorical talents were to be used in counseling and instructing as a mother and wife Aided by twenty one illustrations Johnson has meticulously compiled materials from historical texts no longer readily available to the general public and in so doing has illuminated this intersection of rhetoric and feminism in the nineteenth century The rhetorical

pedagogies designed for a postbellum popular audience represent the cultural sites where a rethinking of women's roles becomes open controversy about how to value their words Johnson argues this era of uneasiness about shifting gender roles and the icon of the quiet woman must be considered as evidence of the need for a more complete revaluing of women's space in historical discourse

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