



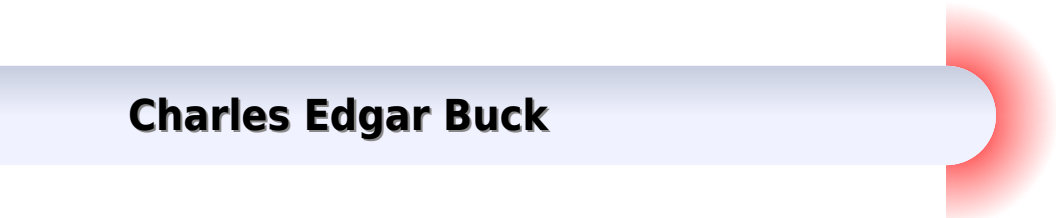
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Fourth Edition

JEFFREY L. SEGLIN with EDWARD COLEMAN

New Handbook Of Business Letters

Charles Edgar Buck



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Effective Business English as Applied to Business Letters and Reports Alta Gwinn Saunders,1925 *Letter-writing Manuals and Instruction from Antiquity to the Present* Carol Poster,Linda C. Mitchell,2007 Once nearly as ubiquitous as dictionaries and cookbooks are today letter writing manuals and their predecessors served to instruct individuals not only on the art of letter composition but also in effect on personal conduct Poster and Mitchell contend that the study of letter writing theory which bridges rhetorical theory and grammatical studies represents an emerging discipline in need of definition In this volume they gather the contributions of eleven experts to sketch the contours of epistolary theory and collect the historic and bibliographic materials from Isocrates to email that form the basis for its study

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