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# Modern Business Correspondence

**Frank Merrill Erskine**



## **Modern Business Correspondence:**

**Modern Business Correspondence** Donna C. McComas, Marilyn L. Satterwhite, 1992 This text workbook contains all the materials necessary to help students learn to write effective business letters, memos and informal reports. Numerous examples and case problems provide opportunities for students to analyze and model effective writing techniques and strategies.

*Modern Business Correspondence* Frank Merrill Erskine, 1906

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**Modern Business Correspondence** Leonard Gartside, 1976

Modern Business: Business correspondence, 1921

*Hand-Book of Modern Business Correspondence* Forrest Crissey, 2015-06-16

Excerpt from *Hand Book of Modern Business Correspondence* This book is intended to be of assistance to the commercial student who has not yet entered the business world and who wishes to obtain a clear idea of the requirements of business so far as letter writing is concerned. It is also designed to meet the needs of stenographers, correspondence clerks and all classes of clerks and office men, not only those who may be called upon to write or dictate an occasional letter but also those in the most responsible positions who may desire to make a study of the ins and outs of a complex and highly perfected correspondence system or the skillful construction of letters. Again it has been the aim to make it useful as a book of reference for the active business man in city or country town who has to deal with the problems of his own correspondence, always increasing as his business grows. About the Publisher: Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at [www.forgottenbooks.com](http://www.forgottenbooks.com). This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

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**Modern Business Correspondence** Frank M. Erskine, 2015-08-09

Excerpt from *Modern Business Correspondence: A Practical Treatise on the Writing of Business Letters Including Many Exercises in Word Study, Synonyms, and Writing Punctuation, Etc.* The average teacher in the public school usually has no difficulty in finding a text book suited to his needs; his difficulty is to decide which of several good books he can use to the best advantage. With the commercial teacher, however, and especially with the commercial teacher in the public school, this is not always the case. More and more the fact is being recognized that among the chief qualifications of the successful business man is the ability to use plain, clear-cut but withal graceful and effective English. Commercial English is simply everyday English coupled with the technic of the office, store or factory. The average text book is weak on the subject of Correspondence and the pupil is required to write letters about a great variety of matters which have no connection with each other and which frequently concern things so far beyond the scope of his knowledge and experience that he can not

comprehend the supposed situation The result is that many times he makes no point in his letter because he does not understand what he is writing about uses a few worn out phrases and makes several ludicrous errors Ask the same pupil a few questions about some business or some line of work with which he is familiar and omitting the Dear Sir and Yours truly he may give you orally a fairly good business letter The plan in these lessons which have stood the test of the classroom is to take lines of business with which every pupil is more or less familiar at the beginning and present them in such a way that the pupil will have a knowledge of the facts which make each letter necessary Thus the pupil is not forced to rely wholly upon his imagination when writing the letters About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books Find more at [www.forgottenbooks.com](http://www.forgottenbooks.com) This book is a reproduction of an important historical work Forgotten Books uses state of the art technology to digitally reconstruct the work preserving the original format whilst repairing imperfections present in the aged copy In rare cases an imperfection in the original such as a blemish or missing page may be replicated in our edition We do however repair the vast majority of imperfections successfully any imperfections that remain are intentionally left to preserve the state of such historical works

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