



The New American Handbook of Letter Writing: Second Edition

Mary A. De Vries

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In today's fast-paced, computer-based world, it's more important than ever to communicate efficiently--and effectively. This comprehensive guide addresses common correspondence dilemmas and includes over 260 model messages to help you master all forms of communication--personal or business, modern or traditional. It is an invaluable resource for anyone who wants to compose concise, successful messages.

Learn how to:

- use the appropriate tone, sentence length, and language
- compose e-mail messages
- write a bad-news letter
- choose appropriate stationery and format
- use commercial greeting cards
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