



## Business Letter Practice (Classic Reprint)

By John B Opdycke

Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Excerpt from Business Letter Practice All of this exposition has been made suitable for dictation, so that the student may be afforded a liberal education in certain business practice and procedure at the same time that he is learning to write letters and acquire speed in stenography. In addition, there are many problems that will challenge and stimulate in the extempore dictation and composition of business letters. The teacher of stenography must be an educator, not merely a dictator of sign and symbol and line and form. He is obligated to make of himself a guide and inspiration to students in their grasp and appreciation of the broad underlying, standardized units of commercial and industrial thought. He must, of course, dictate; but he must also develop thought processes. He must, of course, instruct in the facts and mechanics of shorthand and letter writing; but he must likewise pose problems and project and supervise thought-provoking practice. It is with this conception of the stenography teacher's work that the author has provided, in addition to hundreds of letters,...



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