



## Business Correspondence and Procedure for Students in Commercial and General Secondary Schools (Classic Reprint) (Paperback)

By Albert G Belding

Forgotten Books, 2018. Paperback. Condition: New. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. Excerpt from Business Correspondence and Procedure for Students in Commercial and General Secondary Schools The Object of this book is to teach modern business letter writing in a modern way. A good letter is not a trick. It is a form Of expression that can be mastered by anyone who attacks it from the right point Of view and gives it the study and care it deserves. There are certain fundamental rules - the outcome Of experience with certain recurring problems - that regulate the external form Of a business letter. This book attempts to present these clearly, systematically, vividly, completely. And in working through the first six chapters, in which stress is laid upon the proper use of all the mechanical parts Of a letter: the proper use of the typewriter, Spacing, balance - in a word, the appearance Of the page - the student will find that he has constantly laid before him not only ex amples Of failure in business letters due to negligence in these details, but examples Of achievement, too - the thing to attain as well as...



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