

THE ART OF WRITING **EFFECTIVE** ETTERS

By Rosemary T. Fruehling and Sharon Bouchard

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In a lively, conversational style, this quide gives you the how-to of writing effective letters, both business and personal. It treats a wide variety of specific types of letters and gives examples of successful reports. job applications, interview requests, credit and collection, requests and acknowledgments, et. al. Style, usage, and punctuation pointers round out the authors' simple but sound suggestions for improving your written communications. Published by McGraw-Hill Book Company.

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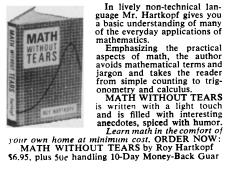
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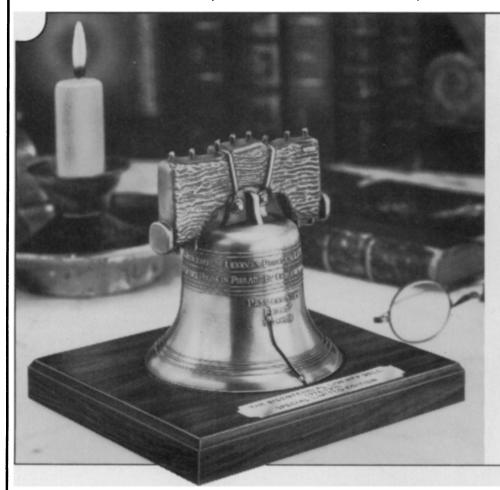
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