



Business Letters the Easy Way (Barron's E-Z)

Andrea B. Geffner

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Here in its newly updated edition is the easy way to write business letters that are clear, concise, interesting, grammatical, and productive. Sample letters apply to sales, public relations, job-hunting, claims and adjustments, business-to-business correspondence, and much more. New in this edition are tips for effective use of fax machines and computer-related media for business correspondence. The author points out ways of avoiding typical pitfalls in business writing, with tips on correct word choice, proper formatting, punctuation, and the basics of constructing clear, grammatical sentences.

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