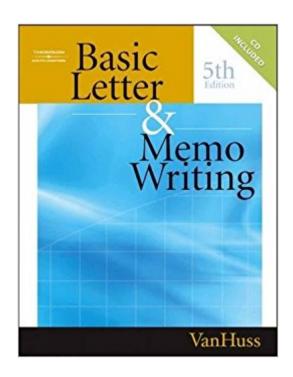


The book was found

Basic Letter And Memo Writing (Title 1)





Synopsis

Basic Letter and Memo Writing is an intensive, activity-oriented text-workbook that shows users how to apply basic principles of communication to write clear and effective business documents.

Through numerous document examples and applications, students master basic skills and apply them in specific, real-world business situations.

Book Information

Series: Title 1

Paperback: 288 pages

Publisher: Cengage Learning; 5 edition (June 8, 2004)

Language: English

ISBN-10: 0538727837

ISBN-13: 978-0538727839

Product Dimensions: 8.4 x 0.6 x 10.8 inches

Shipping Weight: 1.5 pounds (View shipping rates and policies)

Average Customer Review: 4.1 out of 5 stars 8 customer reviews

Best Sellers Rank: #762,248 in Books (See Top 100 in Books) #188 in Books > Business & Money > Processes & Infrastructure > Office Automation #713 in Books > Textbooks > Business & Finance > Business Communication #1573 in Books > Reference > Words, Language & Grammar > Study & Teaching

Customer Reviews

Effective Communication 2. Ten Guides for Effective Writing 3. Good-News Messages 4.
 Bad-News Messages 5. Persuasive Messages 6. Team Writing 7. Letter and Memo Reports 8.
 Goodwill Messages 9. Employment Communications Appendices A. Address Directory (for student activities) B. Shell Cove Address Directory (for Shell Cove case study) C. Editing and Language Arts Checkpoint Guides Index

Dr. Susie H. VanHuss is a Professor and Program Director of Management at the University of South Carolina. She received her B.S. degree from the University of Southwestern Louisiana and her MBA and Ph.D. degrees from Indiana University. Her teaching specialties include business communications, administrative systems, and personnel management. Dr. VanHuss is a prolific author who has received a Gold Book award commemorating the sale of a million copies of one of her textbooks. Her work, published by South-Western Publishing Company, includes textbooks in

communications, keyboarding and word processing, and office technology. She has written numerous journal articles and has served on the editorial review boards of several leading business education journals.

I only purchased this book because I needed it for one of my classes. I do not like English. My favorite subjects relate to working with numbers, not communicating through writing or speech. The English book I used for the previous terms dealt more with English fundamentals: subjects, verbs, prepositions, and how they are used in a sentence. This book digs a little deeper into writing assignments and spkeaking, and how to communicate effectively.

This was a textbook for my grandson. It's a great buy.

The disk hasn't been updated in years and doesn't function properly on modern Windows (7, 8)

out-of-date

This is exactly how it is stated. It came new as stated and with the CD. I am happy to have received the book so quickly.

Came in perfect condition with the cd. Although I ended up dropping the class, I hope I can be able to sell the book back to someone at school.

I got what I expected. I would say it was worth the buy. It came on time too. It was in good shape.

I had to have this book for school. Instead of paying an arm and a leg for it like my school charges, i just simply bought it on here for MUCH cheaper.

Download to continue reading...

Basic Letter and Memo Writing (Title 1) Periodical Title Abbreviations: By Title (Periodical Title Abbreviations: Vol. 2: By Title) Resume: Writing 2017 The Ultimate Guide to Writing a Resume that Lands YOU the Job! (Resume Writing, Cover Letter, CV, Jobs, Career, Interview) Letter Tracing Book for Preschoolers: Letter Tracing Book, Practice For Kids, Ages 3-5, Alphabet Writing Practice To the Letter: A Celebration of the Lost Art of Letter Writing Periodical Title Abbreviations: By Abbreviations (Periodical Title Abbreviations: Vol. 1: By Abbreviations) Japanese Composition

Notebook for Language Study with Genkouyoushi Paper for Notetaking & Writing Practice of Kana & Kanji Characters: Memo Book with ... Learning Composition Book Plus) (Volume 1) Writing a Legal Memo (Coursebook) 150 Basic Writing Topics with Sample Essays Q121-150 (240 Basic Writing Topics 30 Day Pack) Black Letter Outline on Corporate and Partnership Taxation, 7th (Black Letter Outlines) Writing Mastery: How to Master the Art of Writing & Write 3,000 Words Per Day - Overcoming Writer's Block (Make Money Online, Copywriting, Erotica Writing, ... Writing Mastery, How to Write a Book) Black Letter Outline on Partnership Taxation (Black Letter Outlines) NIV, Bible for Kids, Imitation Leather, Purple, Red Letter: Red Letter Edition Letter 44 Vol. 1: Escape Velocity (Letter 44 Boxset) Black Letter Outline on Antitrust, 5th (Black Letter Outlines) Black Letter Outline on Antitrust (Black Letter Outlines) Black Letter Outline on Environmental Law (Black Letter Outline on Remedies (Black Letter Outlines) The Arabic Alphabet: Learn it Letter by Letter

Contact Us

DMCA

Privacy

FAQ & Help