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RON TEPPER

The Only 250 Letters And Memos Managers Will Ever Need

Ron Tepper



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The Only 250 Letters and Memos Managers Will Ever Need Ron Tepper, 1993-11-15 The Only 250 Letters and Memos Managers Will Ever Need Most business people can communicate quite well when speaking to a group or an individual But when it comes to writing a simple memo or letter look out They ll swamp you with needless adverbs and adjectives create non sequiturs mix their metaphors and commit every other sin against the English language If you re one of those who re guilty of this pervasive trend in business then here s the book for you The Only 250 Letters and Memos Managers Will Ever Need shows you how to adopt the right tone style and language for virtually any business letter you ll ever need to write Follow the expert advice in this book and you ll soon see the positive correlation between good writing and increased sales and productivity It covers everything you need to know to master the art of business letter and memo writing including Ron Tepper s four step formula to writing a well constructed letter or memo How to write exactly what you want to say How to convey your personality How to write conversationally When and when not to write handwritten notes Plus hundreds of do s and don ts on how to write well and sell 3 5 disk which replicates all of the letters and memos **Gower Handbook of Internal Communication** Eileen Scholes, 1997 Employee commitment can mean the difference between success and disaster So internal communication is now a key issue for senior management This new Gower Handbook recognises IC s emergence as a new management discipline It is aimed both at the generalist manager who needs to come to terms with the theoretical and technical aspects of internal communication and the media specialist now seeking wider management skills and perspectives Early chapters examine changes in IC s strategic context These include organizations increasing need for innovation and flexibility the disappearance of loyalty among employees growing recognition of the importance of corporate brand and how to sustain it and the effects on traditional work and management patterns of new computer networks Step by step guides introduce the reader to creating IC strategies and to carrying out research and measurement Over 45 communication techniques from team meetings to web sites are evaluated for use in differing circumstances The Handbook also looks at how to set about developing good communicators and finally presents 16 practical case studies in key application areas Organizations featured are all leaders in their field among them Andersen Consulting The Body Shop BP Chemicals IBM The Boots Company Glaxo Operations Rover SmithKline Beecham WH Smith and Unigate Dairies Eileen Scholes and her team have compiled what is probably the most comprehensive and is certainly the most authoritative guide available to the principles and practice of internal communication **The Cumulative Book Index**, 1991 A world list of books in the English language **The Nonprofit Manager's Resource Directory** Ronald A. Landskroner, 2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager s Resource Directory Second Edition provides instant answers to all your questions concerning

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The Only 250 Letters And Memos Managers Will Ever Need Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**The Only 250 Letters And Memos Managers Will Ever Need**," written by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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