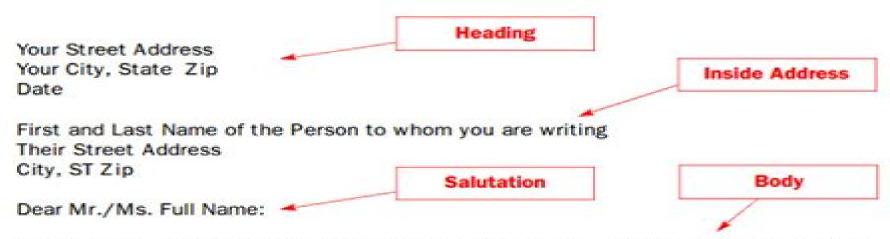
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You do not want to indent when you are using this format. This is the best format to use when you are writing a persuasive letter. You want to introduce yourself and the topic you are writing about to the reader. Remember that the first rule of writing is to know your audience. In a persuasive letter, you state your opinion or your feelings about something that is important to you after you have introduced yourself. You must sound as professional and passionate as possible. You do not want to belittle the reader or they will not finish reading your letter. Your letter needs to have the facts, reasons, and examples to support your position. Address issues that your reader may have in their argument.

In a second paragraph, you must have solutions. Without solutions, you are only complaining. Offer assistance in solving the problem. Remind the reader where they can contact you.



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Chandana Kohli

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the chapter Marginalia These are spread across the body of each chapter to clarify and highlight the key points Case Study 1 It sets the stage for the areas to be discussed in the concerned chapter Case Study 2 It presents real world scenarios and challenges to help students learn through the case analysis method Tech World It throws light on the latest advancements in communication technology and how real time business houses are leveraging them to stay ahead of their competitors Communication Snippet It talks about real organizations people at workplaces their on job communication challenges and their use of multiple communication channels to gain a competitive edge Summary It helps recapitulate the different topics discussed in the chapter Review and Discussion Questions These help readers assess their understanding of the different topics discussed in the chapter Applying Ethics These deal with situation based ethical dilemmas faced by real managers in their professional lives Simulation based Exercise It is a roleplay management game that helps readers simulate real managers or workplace situations and thereby enables students to apply the theoretical concepts Experiential Learning It provides two caselets each followed by an Individual Activity and a Team Activity based on real time business processes that help readers feel or experience the concepts and theories they learn in the concerned chapter to gain hands on experience References These are given at the end of each chapter for the concepts and theories discussed in the chapter

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