

A STRAIGHTFORWARD GUIDE TO

Writing Business and Personal Letters, Emails and Texts

**A Comprehensive Guide To Letter Writing,
Including Emails and Texts**

- The Importance of clear and concise communication with the rise of Home Working
- The Importance of Language
- The Importance of Punctuation
- The Importance of Grammar
- Spelling
- Use of Correct English
- Writing Letters
- Business Letters
- Personal Letters
- Effective E-mail
- The Role of Texting

ROBERT FRY

A STRAIGHTFORWARD GUIDE

Straightforward Guide To Writing Business And Personal Letters A

RJ Shavelson



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Straightforward Guide To Writing Busineb And Personal Letters

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