



Model Business Letters, Emails and Other Business Documents (Paperback)

By Shirley Taylor

Pearson Education Limited, United Kingdom, 2012. Paperback. Book Condition: New. 7th New edition. 236 x 168 mm. Language: English . Brand New Book. For anyone who wants to communicate effectively in business, this is your complete reference guide for any form of written communication. Packed with over 500 sample documents, over 100 tips for better business writing and useful templates you can apply to your writing immediately, Model Business Letters will help you put the key rules of good business writing into action.



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