



Effective English and Letter Writing: A Practical Drill in the Principles of Grammar and Their Application to Business Forms, Customs and Usages, Consisting of a Series of Carefully Graded Lessons That Trace by

By Wylie Wesley Kennedy

Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Excerpt from Effective English and Letter Writing: A Practical Drill in the Principles of Grammar and Their Application to Business Forms, Customs and Usages, Consisting of a Series of Carefully Graded Lessons That Trace by Easy Steps the Natural Development of the Subjects Treated The purpose of this book is to give a thoroughly practical drill in English and to acquaint the student with its application to business forms, customs, and usages. Every one who expects to write good English should master the elementary forms and principles of grammar, and this should be done in connection with composition and critical reading. Effective English and Letter Writing has been developed by the elimination of the nonessential, by the omission of much that is technical, and by emphasizing those things that have a direct bearing on the work of a stenographer, bookkeeper or office worker. Much of the material is not new, but a great deal of it is the outcome of the authors own practice in teaching the subject. About the Publisher Forgotten Books publishes hundreds of thousands...



Reviews

Complete guide! Its such a good go through. It is rally fascinating through reading period of time. Its been written in an extremely basic way and is particularly only after i finished reading through this publication through which really changed me, change the way i really believe. -- Mrs. Macy Stehr

This type of pdf is every little thing and helped me searching forward and more. It can be writter in easy words and phrases and never hard to understand. You will not really feel monotony at anytime of your respective time (that's what catalogues are for about should you request me). -- Fern Bailey

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