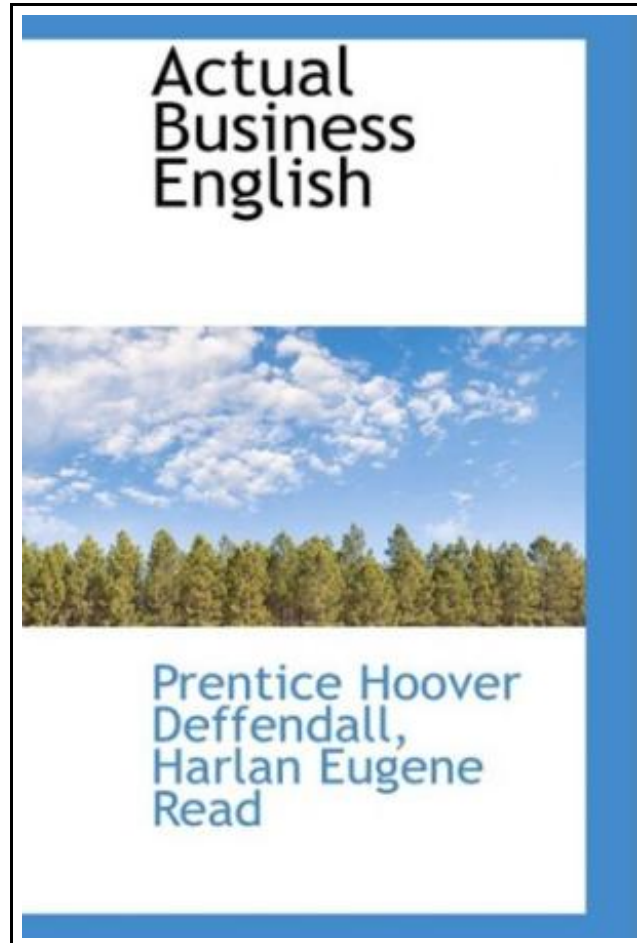


## Actual Business English



Filesize: 7.79 MB

### ***Reviews***

*Merely no words and phrases to describe. I really could comprehend almost everything using this created e pdf. Your daily life period will be change once you full reading this ebook.  
(Mr. Ladarius Stoltenberg)*

## ACTUAL BUSINESS ENGLISH



BiblioLife. Paperback. Book Condition: New. This item is printed on demand. Paperback. 220 pages. Dimensions: 8.0in. x 5.0in. x 0.5in. This historic book may have numerous typos and missing text. Purchasers can download a free scanned copy of the original book (without typos) from the publisher. Not indexed. Not illustrated. 1922. Excerpt: . . . LESSON FORTY The Whole Composition The whole composition usually consists of a series of related paragraphs, each contributing toward the development of a single subject. In the business world the form of composition generally required is the letter. Throughout this book the language and subject-matter of business correspondence has been used. Letter writing as such, however, is to be studied in the letter-writing text for which this is the base. A word concerning the importance of this study will, therefore, be instructive. By almost every concern not purely local, business is carried on chiefly by correspondence, and employers are ever alert to find those who can write effective letters--letters that win. And what is more, they are willing to pay good salaries. Recently, a large wholesale company granted the members of its adjustment and collection departments very substantial increases in pay at a time when it was lowering the salaries of other employees. This clearly indicates that a knowledge of letter writing insures a better salary. If you master the science of letter writing, not only will you receive a higher salary, but also you will have better opportunities for advancement. You will be promoted to a position of confidence and responsibility, where you will have an opportunity to learn the inside of a business. This is, indeed, one of the highest rewards. Moreover, you will find a knowledge of letter writing valuable in any line of work. It is impossible to conceive of any business...



[Read Actual Business English Online](#)



[Download PDF Actual Business English](#)

## You May Also Like

---



### **God Loves You. Chester Blue**

Henry and George Press. Paperback. Book Condition: New. Ursula Andrejczuk (illustrator). Paperback. 140 pages. Dimensions: 8.0in. x 5.2in. x 0.3in.BEAUTIFUL NEW ILLUSTRATIONS BRING THE STORY TO LIFE!A charming book about a mysterious bear that shows...

[Save eBook »](#)

---



### **Good Night, Zombie Scary Tales**

Feiwei & Friends. Paperback. Book Condition: New. Iacopo Bruno (illustrator). Paperback. 112 pages. Dimensions: 8.2in. x 5.4in. x 0.2in.Welcome. Have a seat. Ignore the shambling undead outside. Let us tell you a story. But be...

[Save eBook »](#)

---



### **DK Readers Robin Hood Level 4 Proficient Readers**

DK CHILDREN. Paperback. Book Condition: New. Nick Harris (illustrator). Paperback. 48 pages. Dimensions: 8.4in. x 5.7in. x 0.2in.Discover the rollicking exploits of Robin and his merry men as they take from the rich and give...

[Save eBook »](#)

---



### **The Mystery at Motown Carole Marsh Mysteries**

Carole Marsh Mysteries. Paperback. Book Condition: New. Randolyn Friedlander (illustrator). Paperback. 32 pages. Dimensions: 11.1in. x 8.7in. x 0.0in.When you purchase the Library Bound mystery you will receive FREE online eBook access! Carole Marsh Mystery...

[Save eBook »](#)

---



### **Animalogy: Animal Analogies**

Sylvan Dell Publishing. Paperback. Book Condition: New. Cathy Morrison (illustrator). Paperback. 32 pages. Dimensions: 9.8in. x 8.4in. x 0.4in.Compare and contrast different animals through predictable, rhyming analogies. Find the similarities between even the most incompatible...

[Save eBook »](#)