



How to Write Letters: A Complete Guide to Correct Business and Personal Correspondence

Mary Owens Crowther

Download now

[Click here](#) if your download doesn't start automatically

How to Write Letters: A Complete Guide to Correct Business and Personal Correspondence

Mary Owens Crowther

How to Write Letters: A Complete Guide to Correct Business and Personal Correspondence Mary Owens Crowther

“Do not abbreviate anything—initials may be used in informal invitations and acceptances, but, in the formal, "H. E. Jones" invariably has to become "Horatio Etherington Jones.”

“No one can go far wrong in writing any sort of letter if first the trouble be taken to set out the exact object of the letter. A letter always has an object—otherwise why write it? But somehow, and particularly in the dictated letter, the object frequently gets lost in the words. A handwritten letter is not so apt to be wordy—it is too much trouble to write. But a man dictating may, especially if he be interrupted by telephone calls, ramble all around what he wants to say and in the end have used two pages for what ought to have been said in three lines. On the other hand, letters may be so brief as to produce an impression of abrupt discourtesy. It is a rare writer who can say all that need be said in one line and not seem rude. But it can be done.

“The single purpose of a letter is to convey thought. That thought may have to do with facts, and the further purpose may be to have the thought produce action. But plainly the action depends solely upon how well the thought is transferred. Words as used in a letter are vehicles for thought, but every word is not a vehicle for thought, because it may not be the kind of word that goes to the place where you want your thought to go; or, to put it another way, there is a wide variation in the understanding of words. The average American vocabulary is quite limited, and where an exactly phrased letter might completely convey an exact thought to a person of education, that same letter might be meaningless to a person who understands but few words. Therefore, it is fatal in general letter writing to venture into unusual words or to go much beyond the vocabulary of, say, a grammar school graduate. Statistics show that the ordinary adult in the United States—that is, the great American public—has either no high school education or less than a year of it. You can assume in writing to a man whom you do not know and about whom you have no information that he has only a grammar school education and that in using other than commonplace words you run a double danger—first, that he will not know what you are talking about or will misinterpret it; and second, that he will think you are trying to be highfalutin and will resent your possibly quite innocent parade of language.”

CONTENTS WHAT IS A LETTER? THE PURPOSE OF THE LETTER THE PARTS OF A LETTER

1. The Heading 2. The Inside Address 3. The Salutation 4. The Body of the Letter 5. The Complimentary Close 6. The Signature 7. The Superscription

BEING APPROPRIATE—WHAT TO AVOID

Common Offenses Stock Phrases in Business Letters

PERSONAL LETTERS—SOCIAL AND FRIENDLY

Invitations and Acknowledgments The Letter of Condolence Letters of Sympathy in Case of Illness Letters of Congratulation Letters of Introduction Letters of Thanks Letters Between Friends

PERSONAL BUSINESS LETTERS THE BUSINESS LETTER

Sales and Announcement Letters Keeping the Customer Selling Real Estate Bank Letters Letters of Order and Acknowledgment Letters of Complaint and Adjustment Credit and Collection Letters Letters of Application Letters of Reference Letters of Introduction Letters of Inquiry

THE USE OF FORM PARAGRAPHS CHILDREN'S LETTERS TELEGRAMS

THE LAW OF LETTERS THE COST OF A LETTER STATIONERY, CRESTS AND MONOGRAMS

 [Download How to Write Letters: A Complete Guide to Correct ...pdf](#)

 [Read Online How to Write Letters: A Complete Guide to Correc ...pdf](#)

Download and Read Free Online How to Write Letters: A Complete Guide to Correct Business and Personal Correspondence Mary Owens Crowther

From reader reviews:

Keith Taylor:

Inside other case, little individuals like to read book How to Write Letters: A Complete Guide to Correct Business and Personal Correspondence. You can choose the best book if you love reading a book. Provided that we know about how is important a book How to Write Letters: A Complete Guide to Correct Business and Personal Correspondence. You can add information and of course you can around the world with a book. Absolutely right, mainly because from book you can realize everything! From your country right up until foreign or abroad you will be known. About simple issue until wonderful thing it is possible to know that. In this era, we are able to open a book or maybe searching by internet device. It is called e-book. You should use it when you feel uninterested to go to the library. Let's read.

Jon Pittenger:

What do you ponder on book? It is just for students since they are still students or the idea for all people in the world, the actual best subject for that? Simply you can be answered for that query above. Every person has different personality and hobby for every single other. Don't to be forced someone or something that they don't wish do that. You must know how great along with important the book How to Write Letters: A Complete Guide to Correct Business and Personal Correspondence. All type of book can you see on many sources. You can look for the internet sources or other social media.

Kimberley Bailey:

In this 21st one hundred year, people become competitive in each way. By being competitive right now, people have do something to make all of them survives, being in the middle of often the crowded place and notice by means of surrounding. One thing that sometimes many people have underestimated that for a while is reading. Sure, by reading a reserve your ability to survive raise then having chance to stand up than other is high. For you personally who want to start reading the book, we give you that How to Write Letters: A Complete Guide to Correct Business and Personal Correspondence book as basic and daily reading book. Why, because this book is greater than just a book.

Samuel Freeman:

The publication with title How to Write Letters: A Complete Guide to Correct Business and Personal Correspondence possesses a lot of information that you can discover it. You can get a lot of advantage after read this book. That book exist new understanding the information that exist in this e-book represented the condition of the world right now. That is important to yo7u to be aware of how the improvement of the world. This kind of book will bring you within new era of the the positive effect. You can read the e-book in your smart phone, so you can read this anywhere you want.

Download and Read Online How to Write Letters: A Complete Guide to Correct Business and Personal Correspondence Mary Owens Crowther #8AI46UENXGR

Read How to Write Letters: A Complete Guide to Correct Business and Personal Correspondence by Mary Owens Crowther for online ebook

How to Write Letters: A Complete Guide to Correct Business and Personal Correspondence by Mary Owens Crowther Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read How to Write Letters: A Complete Guide to Correct Business and Personal Correspondence by Mary Owens Crowther books to read online.

Online How to Write Letters: A Complete Guide to Correct Business and Personal Correspondence by Mary Owens Crowther ebook PDF download

How to Write Letters: A Complete Guide to Correct Business and Personal Correspondence by Mary Owens Crowther Doc

How to Write Letters: A Complete Guide to Correct Business and Personal Correspondence by Mary Owens Crowther Mobipocket

How to Write Letters: A Complete Guide to Correct Business and Personal Correspondence by Mary Owens Crowther EPub