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Basic Letter and Memo Writing Susie H. VanHuss 1992-03 This widely-used, activity-oriented favorite teaches basic principles of business writing, as well as approaches to letter and memo writing.

El-Hi Textbooks and Serials in Print 2006

Recording for the Blind & Dyslexic, ... Catalog of Books 1996

Books in Print Supplement 1994

A Basic Guide to Proposal Development John C. Morrow 1977

Basic Technical Writing Herman M. Weisman 1985

The Japan Times Weekly 1938

The Publishers Weekly 1982

The Balance Sheet 1983

Paperbound Books in Print 1992

Forthcoming Books Rose Army 1998

Typewriter Trade Journal and the Office System 1921

El-Hi Textbooks & Serials in Print, 2005 2005

The Journal of Business Education 1980

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VanHuss 1997-11-25 This intensive, activity-oriented workbook teaches the user to solve business problems and write effective documents. Topics include emphasis on developing the ability to think logically, applying basic principles of communication, and using language appropriately. Both a process (teaching the basic skills of writing and revising to produce high-quality documents) and a product (illustrating a finished product) approach to writing are incorporated.

El-Hi Textbooks in Print 1984

Business Education Index 1987 An author and subject index of business education articles, compiled from a selected list of periodicals and yearbooks published during the year.

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Subject Guide to Books in Print 2001

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