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Mastering The Business Of Writing

Samuel MacClintock



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UK He has also taught in higher and further education institutions in Ghana UK and Germany His experience from years of producing and managing varied business letters has encouraged him to put together this book as a resource for learners and practitioners Nana holds PhD in talent management and development from the Leeds Business School UK after his MBA from the East London Business School UK and a BA and Diploma in Education from the University of Cape Coast Ghana He is currently a senior lecturer in Human Resource Management in the School of Business of the University of Cape Coast Ghana He also teaches Industrial Relations Executive Secretarial Practice and Organisational Behaviour His research interests include cross cultural HRM practices talent management and development and indigenous methods of developing employees with publications covering these areas and has also shared knowledge in these area through conference presentations in Ghana Greece United Kingdom Germany Australia and Hong Kong He is as well a consultant in human resource management and development

Book Description Writing business letters is one of the few most frequently performed administrative managerial duties at our workplaces as almost every business activity involves letter writings and or memos This makes it an important administrative task Yet in many English speaking countries there is not much emphasis on this important subject in business studies curricula The book is divided into seven sections Section One considers stationery the types and sizes of the paper and other stationery items needed to produce various business documents with special emphasis on business letters This section also considers the appropriate methods of storage preservation and issues of stationery items Section Two tackles parts of a letter the rules regarding their formation and appropriate positioning on paper while Section Three deals with some writing rules that need to be observed to create professional and effective letters and other business documents Section Four takes readers through the formation of the letter or what goes into the letter to render it effective It also includes some letter writing habits to avoid Section Five covers how letters are written with the help of others subordinates and considers manuscript writing and dictation management Sections Six and Seven consider some specimen letters Section Six deals with specimen letters in the areas of enquiries orders complaints accounts shipping and forwarding packaging and banking Section Seven considers personnel letters forming a bulk of the letters covering job inquiries advertising jobs applications seeking and providing references making job offers probation and confirmation transfers and promotions grievance and discipline redundancy management meetings separation request for assistance reservation and appointment This section also focuses on some social letters including hospitality condolences apology congratulations gratitude and get well messages Together there are 174 specimen letters The letters come with comments on formation content layout and pitfalls to avoid The aim of providing the sample letters is for readers to receive some guidance to suit their own purposes or to use the sample letters as guides to write their own letters

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Natalie Canavor,2013-09-30 How many pieces of paper land on your desk each day or emails in your inbox Your readers the people you communicate with at work are no different So how can you make your communication stand out from the pile and

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efficiency For example a well crafted proposal can secure a key client demonstrating the direct impact of writing on the bottom line This book provides a framework for mastering business communication covering clear and concise writing audience analysis and document formatting Rather than offering piecemeal advice it emphasizes developing a holistic strategy to improve performance across all levels The chapters progress from fundamental principles to specific document types such as reports and emails concluding with ethical considerations Real world examples and exercises reinforce key concepts making it a practical guide for improving your business writing skills

Proceedings of the 3rd International Conference on Business, Finance, Management and Economic (BizFAME 2024) Mohd Rizaimy Shaharudin,Azyyati Anuar,Preecha Wararatchai,Natpatsaya Setthachotsombut,Wissawa Aunyawong,2025-09-22 This is an open access book The Faculty of Business and Management Universiti Teknologi MARA Kedah Branch is pleased to host the 3rd International Conference on Business Finance Management and Economics BizFAME 2024 from 24 25 October 2024 BizFAME 2024 will be a hybrid conference with a blend of diverse knowledge sharing inspiring and networking opportunities Organized by Division of Research Industrial Linkages Community Alumni PJIM A UiTM Kedah Branch Faculty Business Management UiTM Kedah Branch Suan Sunandha Rajabhat University Bangkok Thailand Research Nexus UiTM ReNeU Universiti Teknologi MARA

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The Gregg Writer ,1919 Mastering Business Writing National Institute of Business Management,1991 **Business Books** Newark Public Library. Business Branch,1927 *Personal Efficiency* Samuel MacClintock,1920

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in

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