

Model Business Letters

Gartside's
& Other Business Documents

Dear Mike

Congratulations on your promotion! I know this new job is going to give you all the challenges you want. One of the biggest challenges is communicating effectively.

We have talked about the importance of communication and, as you said, few business transactions are carried through successfully without correspondence at some point.

There is a bewildering choice of documents used in business – including letters, memos, faxes, emails, invitations, agendas, press releases, job descriptions and itineraries.

This is probably why most managers I know have been crying out for a one-stop-shop for all their business communication. A guide which will not only tell you how to do it, but also give you examples you can lift straight off the page and adapt for your own use.

Help is at hand – I have discovered the very thing in the pages of a brilliant book called *Gartside's Model Business Letters and Other Business Documents*, which is an invaluable oracle for writing clear and persuasive business correspondence.

Students following business, secretarial or professional examinations which require the composition of business letters are going to find it indispensable. In fact, it's so good and practical I'm now seeing it on the shelves of managers and directors.

The new edition has just been published. It is completely revised and updated to take into account the changes taking place in business writing – and it covers every conceivable form of written communication.

With advice on good business language and tone, the rules of good writing, useful techniques and practical tips, you will be able to say what you want to say and achieve the results you want to achieve.

Successful communication is easy, if you have the right resource: *Gartside's Model Business Letters*.

Good luck with the new job.

Sam



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MANAGEMENT

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Gartside's

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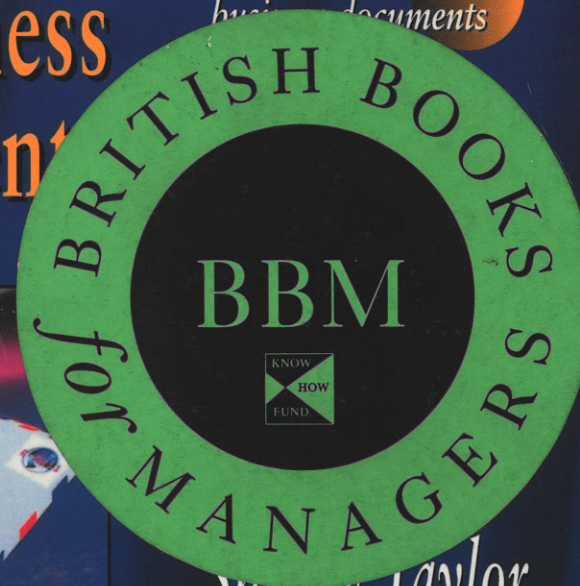
& Other Business Documents



written communication

routine business letters

special business documents



Stacey Taylor

5th edition

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