

The Elements of E-Mail Style (Hardback)

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Reviews

This book will never be easy to start on looking at but quite entertaining to read. It is actually packed with wisdom and knowledge It is extremely difficult to leave it before concluding, once you begin to read the book.

(Ms. Missouri Satterfield DVM)

THE ELEMENTS OF E-MAIL STYLE (HARDBACK)



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Pearson Education (US), United States, 1994. Hardback. Book Condition: New. 203 x 114 mm. Language: English . Brand New Book. Electronic mail is a primary means of communication among computer users. It is textbased but conversational and spontaneous, and it has its own special rules and restrictions. E-mail has the potential to reach instantaneously one or thousands of people worldwide, giving users incredible power and accessibility. The book explains in a concise, easy-to-use format essential e-mail guidelines and rules. It covers style, tone, typography, formatting, politics, and etiquette and outlines basic rules of composition within the special context of writing e-mail. It also includes samples and templates for writing specific types of e-mail correspondence.

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