

# A Guide to Letter Writing

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# Reviews

*This publication is very gripping and intriguing. It is among the most awesome book we have go through. You can expect to like how the author compose this book.* (Dr. Malika Bechtelar II)

### A GUIDE TO LETTER WRITING



CreateSpace Independent Publishing Platform. Paperback. Book Condition: New. This item is printed on demand. Paperback. 156 pages. Dimensions: 9.0in. x 6.0in. x 0.4in.Authors introductory: THIS book has been prepared for Chinese young men who have entered upon a business career and can no longer attend a school. It opens with treatises on composition, capitalization, punctuation, directions, materials, etc. , which are accompanied by Chinese translation. It is hoped that between the English and Chinese, no student will experience any difficulty in arriving at the correct meaning. Model letters are not translated but notes are appended in Chinese to explain such idiomatic expressions as are thought to be beyond the apprehension of a young student of English. To him, Rules for Correct Construction of Sentences, Words Often Misused, and Sentences Suitable for Letters, which are among the appendices, may also prove of help. In this connection, acknowledgment is made of the material aid that has been received from Mr. Fong F. Sec and other friends. This item ships from La Vergne, TN. Paperback.

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