

1. Record Nr.	UNINA9910155070503321
Titolo	Mastering business letter writing skills : a practical approach // editor, Nana Yaw Oppong (Senior Lecturer, University of Cape Coast, Ghana)
Pubbl/distr/stampa	New York : , : Nova Publishers, , 2016 ©2016
ISBN	1-5361-0350-0
Descrizione fisica	1 online resource (278 pages) : illustrations, tables
Collana	Business Issues, Competition and Entrepreneurship
Disciplina	651.7/5
Soggetti	Business writing Commercial correspondence English language - Business English
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Nota di bibliografia	Includes bibliographical references at the end of each chapters and index.
Nota di contenuto	Acknowledgement -- Preface -- Dedication -- Stationery -- Layout of letters -- Some writing rules -- Writing your letter -- Writing through others -- Specimen letters 1 -- Specimen letters 2 -- References -- Appendix 1 -- Appendix 2 -- Index.