

1. Record Nr.	UNINA9910780187603321
Autore	Seglin Jeffrey L. <1956->
Titolo	The AMA handbook of business letters [[electronic resource] /] / Jeffrey L. Seglin with Edward Coleman
Pubbl/distr/stampa	New York, : AMACOM, c2002
ISBN	0-8144-2662-X
Edizione	[3rd ed.]
Descrizione fisica	1 online resource (531 p.)
Altri autori (Persone)	ColemanEdward <1968->
Disciplina	808/.066651
Soggetti	Commercial correspondence Letter writing
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references (p. 499-502) and index.
Nota di contenuto	Planning the letter -- Components of an effective letter -- Structure : the parts of a letter -- Appearance of the letter -- Grammar -- Word processing -- Sales, marketing, and public relations letters -- Customer service letters -- Credit and collection letters -- Letters to vendors and suppliers -- Personnel letters -- Transmittal letters -- Confirmation letters -- Request letters -- Replies -- Permissions letters -- Social, personal, and miscellaneous letters.
Sommario/riassunto	More than 365 pre-typed, ready-to-use business letter for all occasions!

2. Record Nr.	UNINA9910689535703321
Titolo	Women's rights and China's new family planning law : roundtable before the Congressional-Executive Commission on China, One Hundred Seventh Congress, second session, September 23, 2002
Descrizione fisica	1 online resource (iii, 59 p.)
Soggetti	Family planning - Government policy - China Abortion - Government policy - China Women's rights - China China Population policy
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia