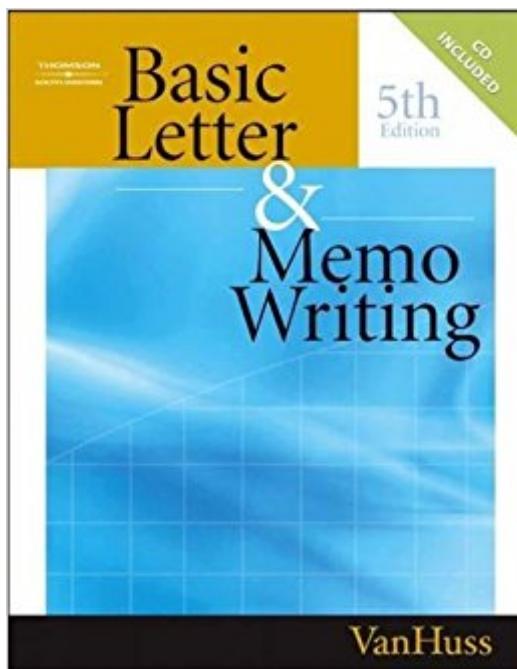


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# Basic Letter And Memo Writing (Title 1)



## **Synopsis**

Basic Letter and Memo Writing is an intensive, activity-oriented text-workbook that shows users how to apply basic principles of communication to write clear and effective business documents. Through numerous document examples and applications, students master basic skills and apply them in specific, real-world business situations.

## **Book Information**

Series: Title 1

Paperback: 288 pages

Publisher: Cengage Learning; 5 edition (June 8, 2004)

Language: English

ISBN-10: 0538727837

ISBN-13: 978-0538727839

Product Dimensions: 8.4 x 0.6 x 10.8 inches

Shipping Weight: 1.5 pounds (View shipping rates and policies)

Average Customer Review: 4.1 out of 5 stars 8 customer reviews

Best Sellers Rank: #762,248 in Books (See Top 100 in Books) #188 in Books > Business & Money > Processes & Infrastructure > Office Automation #713 in Books > Textbooks > Business & Finance > Business Communication #1573 in Books > Reference > Words, Language & Grammar > Study & Teaching

## **Customer Reviews**

1. Effective Communication 2. Ten Guides for Effective Writing 3. Good-News Messages 4. Bad-News Messages 5. Persuasive Messages 6. Team Writing 7. Letter and Memo Reports 8. Goodwill Messages 9. Employment Communications Appendices A. Address Directory (for student activities) B. Shell Cove Address Directory (for Shell Cove case study) C. Editing and Language Arts Checkpoint Guides Index

Dr. Susie H. VanHuss is a Professor and Program Director of Management at the University of South Carolina. She received her B.S. degree from the University of Southwestern Louisiana and her MBA and Ph.D. degrees from Indiana University. Her teaching specialties include business communications, administrative systems, and personnel management. Dr. VanHuss is a prolific author who has received a Gold Book award commemorating the sale of a million copies of one of her textbooks. Her work, published by South-Western Publishing Company, includes textbooks in

communications, keyboarding and word processing, and office technology. She has written numerous journal articles and has served on the editorial review boards of several leading business education journals.

I only purchased this book because I needed it for one of my classes. I do not like English. My favorite subjects relate to working with numbers, not communicating through writing or speech. The English book I used for the previous terms dealt more with English fundamentals: subjects, verbs, prepositions, and how they are used in a sentence. This book digs a little deeper into writing assignments and speaking, and how to communicate effectively.

This was a textbook for my grandson. It's a great buy.

The disk hasn't been updated in years and doesn't function properly on modern Windows (7, 8) out-of-date

This is exactly how it is stated. It came new as stated and with the CD. I am happy to have received the book so quickly.

Came in perfect condition with the cd. Although I ended up dropping the class, I hope I can be able to sell the book back to someone at school.

I got what I expected. I would say it was worth the buy. It came on time too. It was in good shape.

I had to have this book for school. Instead of paying an arm and a leg for it like my school charges, I just simply bought it on here for MUCH cheaper.

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