

BUSINESS CORRESPONDENCE

Principles of Business Correspondence



Business writing is clear.

It uses simple words, short sentences, and paragraphs that are easy to understand.



Business writing is formal.

It is written in standard formal English. It refrains from using abbreviations.



Business writing is objective.

It conveys its message from a detached, impartial point of view.



Business writing is factual & accurate.

It gives only facts pertinent to the message of the letter.



Business writing is contemporary.

It is in a conversational tone.

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Business Correspondence Lin Lougheed, 2003 Business Correspondence introduces adult ESL students to the proper formats and approaches to use in basic office communication. The text offers students extensive contextualised practice while extra grammar and punctuation exercises boost students' basic English skills. *International Business Correspondence* Sinee Sankrusme, 2017-03-13 International business correspondence is not simply writing or information exchange. It is something that you want others to know about you, to know about your business, and the way you deal with business transactions. It is by the way you create your letter that your reader can identify whether you are friendly, rude, or you just simply want to do business. Your letter shows your attitude. This is one reason why it is important to consider your way of writing: write professionally and with courtesy. Success of business transactions is not only dependent on your ability to talk and communicate verbally but also the way you communicate in letters. How important is learning the proper way of writing business letters? This book will help you to improve your written communication by guiding you through the steps and guidelines of making an effective letter. Aside from that, you will learn to see that planning is important. Gathering information and doing some research will help you. As you go through answer complaints, it will save you to make adjustments; it is important and friendly to reply to inquiries; it is good to be precise in your quotations; it is proper to acknowledge placed orders or acknowledge payment; it is worth to check all outgoing orders for shipment and delivery; it is important to have an insurance policy; it is tedious to deal internationally without bank transactions, and it is by connection that you can increase your sales. You need to connect to your customers and readers in order to build a good working relationship. If you are able to establish a good relationship, they will value you as their business partners. Skills in creating business letters are important for the success of your business. Business letter writing skills will also boost your confidence as a businessman and will help boosting your business as well. This book aims to help students to develop their skills and confidence in writing international business letters. It can also serve as a reference for students at college and university levels. **Write First-class Business Correspondence** L. Sue Baugh, Maridell Fryar, David Allen Thomas, 1999 Many competent articulate business people experience a moment of panic when they are faced with writing a business report, memo, or letter. Like any business task, writing is manageable once it's broken down into simple steps. **Business Correspondence ... System** Company, 2025-05-22 Business Correspondence Volume 1 provides instruction on effective business communication. This comprehensive guide from 1911 covers various aspects of letter writing, including structure, tone, and style. Focusing on practical application, the book uses examples of model letters for different business scenarios. A valuable resource for students and professionals, Business Correspondence emphasizes clarity and conciseness in crafting effective messages. Its timeless advice on professional communication remains relevant in today's business environment, offering readers insights into the art of written communication. This work has been selected by scholars as being culturally important and is part of the

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