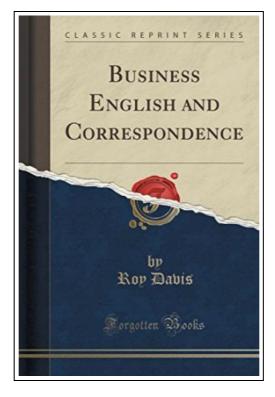
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Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*\*. Excerpt from Business English and Correspondence This book is designed for use in secondary and commercial schools. The subject matter has been chosen as a result of a careful inquiry, among teachers of English and business men, as to what a course in business English and correspondence should include. With the expansion of business courses and the experience gained in teaching English and letter-writing in commercial classes, the importance of presenting these subjects from a practical as well as from a literary point of view has come to be clearly understood. But anything more than the mere mechanics of letter-writing must be founded on a knowledge of the basic principles of grammar and composition. The student must have also a ready command of punctuation, be able to spell accurately, and have a working knowledge of a fairly large vocabulary. With these guiding principles in mind, the subject matter of this book has been developed. Chapters I-V deal with the essentials of grammar, punctuation, and spelling, the use of words, and composition. Chapters VI-XVI illustrate constantly not only the forms of business composition, both oral and written, but also their close interrelation with and dependence upon the principles enunciated in the earlier chapters. In addition, ample provision has been made for both oral and written work through the inclusion of an abundance of drills based on business models, and the importance of clear, straightforward speech and writing is constantly emphasized. The exercises - most of which have been carefully tried out in the classroom - are definite and are based upon such knowledge as is the normal possession of the average secondary-school student. About the Publisher Forgotten Books publishes...



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