



A Quick Guide to Writing Better Emails (Paperback)

By The Rev Dr Heather Wright

Createspace Independent Publishing Platform, United States, 2015. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****. This book is your quick guide to writing better emails. Ten short chapters outline the strategies you need for writing emails that get the responses you want and mark you as a professional. People spend a lot of time on their computers or smartphones communicating for fun. Facebook, Twitter, and instant messaging have made us very fond of short forms, acronyms and multiple punctuation marks!!! But business writing is different. Writing for business has two purposes: 1.to make your company look good. 2.to make you look good. In ancient times, such as those when I first went to work in an office, managers had secretaries. Managers dictated letters and secretaries typed them up, corrected the grammar, and were responsible for accurate spelling and formatting. Those days are gone. There is no skilled buffer between your thoughts and the words that go to your clients, co-workers, and your boss. And the pace has changed, too. Letters could be proofread, retyped, and changed again, before they were finally put in the mailbox at the end of the day. The recipient knew...



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