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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

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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

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acknowledge payment, it is worth
to check all outgoing orders for
shipment and delivery, it is
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Appendices list frequently misused words, punctuation guidelines, abbreviations, and telephone and online grammar hotlines. The CD-ROM contains all of the sample letters from the book, which can be customized for immediate use. Seglin teaches magazine publishing

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