

TEACH YOURSELF BOOKS

COMMERCIAL CORRESPONDENCE

F. ADDINGTON SYMONDS



TEACH YOURSELF

COMMERCIAL CORRESPONDENCE

By
F. ADDINGTON SYMONDS



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An Outline of the 'Teach Yourself' Course
of Commercial Correspondence
contained in this Book

Part I

First Essentials

Style

Building up a Vocabulary

How to use the Dictionary

The Use and Misuse of Words

Common errors in popular usage

Spelling

Punctuation

Specialized words and word groups

Abbreviations and special terms

Part II

The kinds of business letter

Planning the business letter

The mechanical structure of the business letter

Shorthand and typewriting: the stenographer's
duties

Receipt and despatch of mail

Filing and indexing

Copying and duplicating

Further study