

To the Letter: A Handbook of Model Letters for the Busy Executive

Booher, Dianna

Note: This is not the actual book cover

To The Letter A Handbook Of Model Letters For The Busy Executive

Dianna Booher



To The Letter A Handbook Of Model Letters For The Busy Executive:

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The Office Professional's Guide Christine A. Lindberg, 2005 When do you address correspondents by their first names in an e mail How is business conducted in a particular foreign country Now all these workplace questions and many more are answered in one convenient volume The Office Professional's Guide takes you through office basics frequently misspelled words proper telephone fax and email etiquette common filing systems important business and financial concepts P a guide to travel arrangements giving presentations with PowerPoint setting up meetings and much more

Your Signature Life Dianna Daniels Booher, 2003 What if we all lived our daily lives so that we could be proud to add our signature to it at the end of the day just as an artist or novelist signs a finished piece of work When a craftsman signs his work he's making a statement I'm taking ownership This is my personal best at this moment Your Signature Life encourages us to give God the very best of ourselves at work at home and in relationships through the choices we make every day

Well Connected Dianna Booher, 2000-05-07 Conference calls faxes email the World Wide Web With so many powerful ways to communicate why do I feel so alone If you're feeling increasingly disconnected from the rest of the world says communications expert Dianna Booher you have plenty of company The fact is that while technology can do many things it cannot nurture our souls However this book can The inspirational stories found on these pages not only feed our spirits they remind us of our need to nurture the spirits of others They illustrate the power each of us has to influence the attitudes actions and eternal destinies of those around us one person at a time one situation at a time and one interaction at a time We need one another Booher claims The connections we make with the people God places in our lives friends family coworkers acquaintances neighbors strangers provide us with nourishment insight and emotional strength In essence plugging into others powers our souls You're the same today as you'll be in five

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Letter-writing Manuals and Instruction from Antiquity to the Present Carol Poster,Linda C. Mitchell,2007 Once nearly as ubiquitous as dictionaries and cookbooks are today letter writing manuals and their predecessors served to instruct individuals not only on the art of letter composition but also in effect on personal conduct Poster and Mitchell contend that the study of letter writing theory which bridges rhetorical theory and grammatical studies represents an emerging discipline in need of definition In this volume they gather the contributions of eleven experts to sketch the contours of epistolary theory and collect the historic and bibliographic materials from Isocrates to email that form the basis for its study

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