



## The Right Words for Any Occasion

By Erika Swanson Geiss

Publications International, 2008. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: The Right Words for Any Occasion is an indispensable guide to composing virtually any kind of message, including thank-you notes, apologies, inspirational toasts, cover letters, invitations, love letters, hate mail, eoeDear John letters, rsums, letters of recommendation, forum posts, and much more. With this book, youe(tm)ll never again be at a loss when you put a pen to paper or open your laptop. The book is jam-packed with practical, useful information, including: e eoeHow to Write lte sections, covering format, style, and tone e Numerous real-life examples and sample letterse Lists of useful words and phrases for different occasionse Instructions for special circumstances, including how to contact the mediae Convenient tips for what to write, as well as what not to writee A special section on letter writing for kids, teens, and e~tweensFrom snail mail to e-mail, faxes, and memos, The Right Words for Any Occasion is a trusty and entertaining writing companion.



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