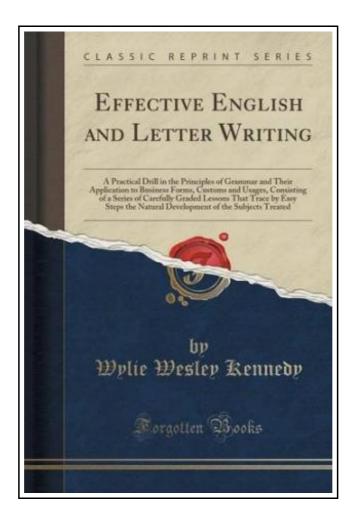
# Effective English and Letter Writing: A Practical Drill in the Principles of Grammar and Their Application to Business Forms, Customs and Usages, Consisting of a Series of Carefully Graded Lessons That Trace by



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Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. Excerpt from Effective English and Letter Writing: A Practical Drill in the Principles of Grammar and Their Application to Business Forms, Customs and Usages, Consisting of a Series of Carefully Graded Lessons That Trace by Easy Steps the Natural Development of the Subjects Treated The purpose of this book is to give a thoroughly practical drill in English and to acquaint the student with its application to business forms, customs, and usages. Every one who expects to write good English should master the elementary forms and principles of grammar, and this should be done in connection with composition and critical reading. Effective English and Letter Writing has been developed by the elimination of the non-essential, by the omission of much that is technical, and by emphasizing those things that have a direct bearing on the work of a stenographer, bookkeeper or office worker. Much of the material is not new, but a great deal of it is the outcome of the authors own practice in teaching the subject. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

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