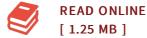


The Elements of E-Mail Style (Hardback)

By David Angell, Brent Heslop

Pearson Education (US), United States, 1994. Hardback. Book Condition: New. 203 x 114 mm. Language: English . Brand New Book. Electronic mail is a primary means of communication among computer users. It is text-based but conversational and spontaneous, and it has its own special rules and restrictions. Email has the potential to reach instantaneously one or thousands of people worldwide, giving users incredible power and accessibility. The book explains in a concise, easy-to-use format essential e-mail guidelines and rules. It covers style, tone, typography, formatting, politics, and etiquette and outlines basic rules of composition within the special context of writing email. It also includes samples and templates for writing specific types of e-mail correspondence.



Reviews

A very wonderful pdf with perfect and lucid explanations. This can be for those who statte that there had not been a worth reading. Once you begin to read the book, it is extremely difficult to leave it before concluding. -- **Mr. Stone Kunze**

This is basically the best publication i have got read through right up until now. Sure, it really is perform, still an amazing and interesting literature. Your life span will probably be convert once you full reading this article ebook. -- Dr. Irma Welch