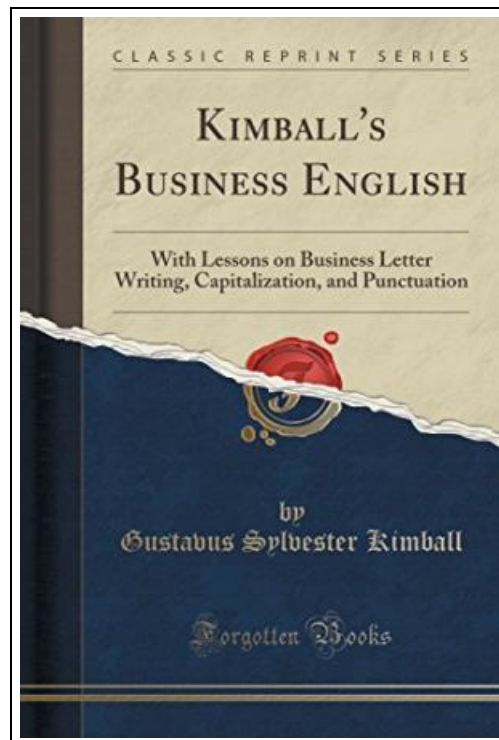


## Kimball's Business English: With Lessons on Business Letter Writing, Capitalization, and Punctuation (Classic Reprint)



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## KIMBALL'S BUSINESS ENGLISH: WITH LESSONS ON BUSINESS LETTER WRITING, CAPITALIZATION, AND PUNCTUATION (CLASSIC REPRINT)



Forgotten Books, United States, 2015. Paperback. Book Condition: New. 214 x 149 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Excerpt from Kimball's Business English: With Lessons on Business Letter Writing, Capitalization, and Punctuation The design of this book is a thoroughly practical one. The author has endeavored to present in a simple and logical way the subjects which relate directly to the facts of our language, and to the laws of its structure. It recognizes the fact that our language is not grammarless. We emphatically disagree with those who decry the teaching of grammar, and who even insist that the English language is devoid of grammar. Grammar is an excellent mental gymnastic. It is highly essential that, when teaching a child to speak, the foundation be laid for the correct use of the English sentence. The great trouble has been with our young people, and many of the older ones, that they did not know when they had made a correct sentence. Every one who expects to write good English should master the elementary forms and principles of grammar, but this should be done in connection with composition and critical reading. Unfortunately, composition has been much neglected in our schools, and we are just beginning to realize the fact that such neglect is a grievous mistake. To supplement the ordinary composition work the author has introduced the subject of letter-writing, a most interesting and profitable study and one which furnishes ample material for this work. It is generally agreed that it is not an easy thing to write a good letter. However, it often becomes very simple when the pupil finds out just how it is done. A good composer, penman, and speller will make a fine letter-writer. Application and persistent effort for a little...

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