



Chesterfield s Art of Letter Writing Simplified: Being a Guide to Friendly, Affectionate, Polite and Business Correspondence, Containing a Large Collection of the Most Valuable Information Relative to the Art of Letter-Writing, with

By Unknown Author

Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Excerpt from Chesterfield s Art of Letter Writing Simplified: Being a Guide to Friendly, Affectionate, Polite and Business Correspondence, Containing a Large Collection of the Most Valuable Information Relative to the Art of Letter-Writing, With Clear and Complete Instructions How to Begin and End Correspondence, Ru Good letter-writing is one of the mainsprings of business, and one of the strongest connecting links of common life. To write a business letter, and to write a familiar one, require as different qualifications as to enter a drawing-room and to knock at one s own street-door. Let us try to point out what these qualifications are. Tact is equally necessary in both, but tact of a different character. In writing to a man of business, brevity becomes literally the soul of wit, and true tact will teach us three things; first, never to waste time in more compliments than are demanded by the common courtesy due from one man to another; secondly, never to say anything that has nothing to do with the subject: and thirdly, always to say all...



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