

**BUSINESS CORRESPONDENCE: THE
UNDERLYING FACTORS OF THE ART;
PRACTICES AND METHODS IN THE
VARIOUS DEPARTMENTS OF BUSINESS;
SYSTEMS FOR ALL NEEDS: TREATED BY
EMINET AUTHORITIES, PP. 1-220**

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Business Correspondence: The Underlying Factors of the Art; Practices and Methods in the Various Departments of Business; Systems for All Needs: Treated by Eminent Authorities, pp. 1-220 by C. A. Burt

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C. A. BURT

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Collected and Edited by

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PREFACE

The business man who sees the sure result of a satisfactorily-handled letter naturally wants to know "how it is done." Many books are in existence which give a great deal of information about certain essentials of letter-writing, but there has always seemed to be lacking in most of these works the specific directions which a broad business man needs to produce a well-written letter.

It is not to be supposed that the more common details and essentials need be given much space, for that is not what is demanded. Rather, about the essentials should be grouped such facts as experience has taught those who are in touch with business conditions are the broad truths, the large views of this important science.

This, indeed, is the aim of the entire Business Men's Library, of which this is the sixth volume.

Part I, "The Principles and Factors of the Art of Correspondence," takes up in its initial chapters the general underlying factors, these becoming more specific until Part II, "Correspondence in the Various Departments of Business," is reached. Here departmental correspondence is treated in detail. Beginning with the form letter which initiates a sale, and continuing through the various departments which make use of the written communication, there will be found that specific information which has built many a business from the smallest of small beginnings to industrial enterprises whose fame is world-wide.

Part III, "System in Handling Correspondence"

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details follow-up and filing methods replete with exact information and suggestions adaptable to the business just starting or the one handling thousands of communications daily.

All this it is trusted makes up a composite, so planned and executed as to inspire not only the ambitious correspondent but as well the man of affairs, who, because he has succeeded, is none the less open to counsel and suggestion.

THE EDITOR.

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BUSINESS CORRESPONDENCE

PART I

THE PRINCIPLES AND FACTORS OF THE ART OF CORRESPONDENCE