

**CORRECT BUSINESS
LETTER WRITING AND
BUSINESS ENGLISH**

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Correct Business Letter Writing and Business English by Josephine Turck Baker

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JOSEPHINE TURCK BAKER

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AND
BUSINESS ENGLISH**

BY

JOSEPHINE TURCK BAKER

AUTHOR OF

Correct English: A Complete Grammar; The Correct Word: How to Use It; Correct English in the School; Correct English in the Home; Ten Thousand Words: How to Pronounce Them; How Can I Increase My Vocabulary; Art of Conversation; Art of Social Letter Writing, etc., and Editor of the Magazine CORRECT ENGLISH: How to Use It.

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FOREWORD.

The business man and the commercial student are vitally interested in the subject of Correct Letter-Writing, not only because one's business success is facilitated by the ability to write correctly, but because the written word bears the impress of the education and culture of the writer. Every progressive, intelligent person is concerned about his English, for just as his deportment evidences his breeding, in a like manner, his letter betokens either his illiteracy or his culture.

The first essential in the writing of business letters is an understanding of correct usage as applied to both form and construction. In this text, the author has aimed to set forth the requisites of correct business letter-writing by covering, in the main, the following subjects:

Correct models of the Heading, the Introduction, and the Conclusion of letters; Paragraphing; Capitalization; Abbreviations (a complete alphabetic list); Business Usage as applied to special forms of diction.

That this text may serve its purpose as a desk-book of ready reference on correct business letter-writing and business English, for both the business man and the commercial student, is the earnest wish of the author,

J. T. B.

CORRECT FORMS FOR BUSINESS LETTERS

ESSENTIAL PARTS OF A LETTER.

The essential parts of a letter are as follows:

1. The **HEADING**.
2. The **INTRODUCTION**.
3. The **BODY** of the letter.
4. The **CONCLUSION**.
5. The **SUPERSSCRIPTION**.

Definition of Terms.

The **HEADING** of a letter consists of the name of the place at which the letter is written, and the date when it is written.

The **INTRODUCTION** of a letter consists of the address of the person to whom the letter is written, and the salutation.

The **BODY** of a letter is that which contains the written communication.

The **CONCLUSION** of a letter consists of the complimentary close and the signature.

The **SUPERSSCRIPTION** of a letter is the address on the envelope.

MODEL.

Milwaukee, Wis., October 15, 1910.
Messrs. Gould & Lincoln,
Madison, Wis.

Gentlemen:

Your letter of the 12th inst., inclosing check of \$25.00 in full payment of your account, is received.