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&

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MANAGERS
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RON TEPPER

The Only 250 Letters And Memos Managers Will Ever Need

Melvin L. Silberman



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The Only 250 Letters and Memos Managers Will Ever Need Ron Tepper, 1993-11-15 The Only 250 Letters and Memos Managers Will Ever Need Most business people can communicate quite well when speaking to a group or an individual But when it comes to writing a simple memo or letter look out They ll swamp you with needless adverbs and adjectives create non sequiturs mix their metaphors and commit every other sin against the English language If you re one of those who re guilty of this pervasive trend in business then here s the book for you The Only 250 Letters and Memos Managers Will Ever Need shows you how to adopt the right tone style and language for virtually any business letter you ll ever need to write Follow the expert advice in this book and you ll soon see the positive correlation between good writing and increased sales and productivity It covers everything you need to know to master the art of business letter and memo writing including Ron Tepper s four step formula to writing a well constructed letter or memo How to write exactly what you want to say How to convey your personality How to write conversationally When and when not to write handwritten notes Plus hundreds of do s and don ts on how to write well and sell 3 5 disk which replicates all of the letters and memos **Gower Handbook of Internal Communication** Eileen Scholes, 1997 Employee commitment can mean the difference between success and disaster So internal communication is now a key issue for senior management This new Gower Handbook recognises IC s emergence as a new management discipline It is aimed both at the generalist manager who needs to come to terms with the theoretical and technical aspects of internal communication and the media specialist now seeking wider management skills and perspectives Early chapters examine changes in IC s strategic context These include organizations increasing need for innovation and flexibility the disappearance of loyalty among employees growing recognition of the importance of corporate brand and how to sustain it and the effects on traditional work and management patterns of new computer networks Step by step guides introduce the reader to creating IC strategies and to carrying out research and measurement Over 45 communication techniques from team meetings to web sites are evaluated for use in differing circumstances The Handbook also looks at how to set about developing good communicators and finally presents 16 practical case studies in key application areas Organizations featured are all leaders in their field among them Andersen Consulting The Body Shop BP Chemicals IBM The Boots Company Glaxo Operations Rover SmithKline Beecham WH Smith and Unigate Dairies Eileen Scholes and her team have compiled what is probably the most comprehensive and is certainly the most authoritative guide available to the principles and practice of internal communication **Model Letters and Memos** Ron Tepper, 1996-04-06 In addition to these formulas you ll learn how to avoid the common pitfalls of writing letters and memos make correspondence more effective make lengthy documents more readable and virtually guarantee that a recipient will read and understand the basic message You ll also find two chapters of boilerplate letters and memos on more than 125 different subjects all written by technical professionals who are also accomplished writers and communicators Because they can easily

be used as templates for crafting similar communications these sample letters are included on the computer disk accompanying the text American Consulting Engineer ,1995 *Lifetime Guide to Business Writing & Speaking* Jack Griffin,1996 In today s increasingly specialized and competitive business world the ability to communicate creatively and persuasively is a crucial job skill Now there s a comprehensive guide packed with powerful writing and speaking techniques and ready to use models to help you communicate better in any situation Whether you need to respond to a customer complaint write a winning sales proposal speak up to your boss or make an entertaining speech you ll find everything you need in *Lifetime Guide to Business Writing and Speaking* Written by an expert on business communications this practical guide gives you all the tools you need to gather support for your ideas resolve conflicts and project an aura of authority and confidence in all your on the job interactions You ll find a wealth of practical real world advice business tested examples and hundreds of ready to use model letters memos and checklists for expressing yourself clearly concisely and effectively For example discover exactly what to say or what to write the next time you have to draw up an ironclad contract generate a results getting cold call letter make a strong presentation to a prospective client write letters of congratulations sympathy or reprimand speak to customers with confidence collect on a delinquent account deal with the press and the media clarify company policy revive an inactive client and prospect for new business No matter what the situation from planning a knock em dead sales presentation to writing a disciplinary memo to one of your staff here s your one stop reference to creating business communications that get results **The Nonprofit Manager's Resource Directory** Ronald A.

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Eileen Scholes,1999 This guide offers help to the beleaguered manager or team leader It is based on material originally compiled for the Gower Handbook of Internal Communication Each chapter examines a particular group of communication techniques and uses practical examples to show their strengths and weaknesses **The Cumulative Book Index** ,1991 A world list of books in the English language *20 Active Training Programs* Melvin L. Silberman,1991-10-15 Increase transfer of learning of almost any skill or topic you need to address with these 60 ready to use experiential training designs Each cost effective design includes everything you need to design and conduct a workshop objectives instructions reproducible handouts and lists of resources You get 60 complete training designs that Incorporate experiential techniques to ensure transfer of learning Save hours normally spent in design and preparation Save money with easily reproducible handouts and forms Each training design lists its specific objective All are 1 day designs but can be extended to 1 1 2 to 2 days General all levels of employees **American Book Publishing Record** ,1991 Forthcoming Books Rose Arny,1990

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