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The Letter The Robert Collier Letter Book Short Letter, Long Farewell *A Letter for Daria* **Letter by Letter** *Win Me Something The Red Letter Alphabet Book Letter 44 V5: Blueshift* **Liber Albus** *Catherine House* **The Complete Letter Book The Right Letter To the Letter** **Letters & Words, Grades PK - K** **British and American Letter Manuals, 1680-1810, Volume 4** *A Seventeenth-century Letter-book* **The Thank You Letter Every Little Letter** *One Wants to Be a Letter* **Letter Writing in Greco-Roman Antiquity Letter And Number Tracing Book For Kids Ages 3-5 The Familiar Letter in the Eighteenth Century A Letter Book** *The Complete Letter-writer The Executive's Business Letter Book Letters and Communities* **Letter(s)** *Public Papers and Letters of Angus Wilton McLean, Governor of North Carolina, 1925-29* **The Printed Letter Bookshop** *The Ultimate Sales Letter Epistolary Spaces* **The Sealed Letter** **How to Write a Letter** **The Letters of Lady Anne Bacon** **A Letter to My Mom** *A Treasury of Jewish Letters* **The Screwtape Letters** *The Last Letter Jack the Ripper: Letters from Hell* **The Letters of Margaret Fuller**

The New York Times bestselling author of *Just My Type* and *On the Map* offers an ode to letter writing and its possible salvation in the digital age. Few things are as exciting—and potentially life-changing—as discovering an old letter. And while etiquette books still extol the practice, letter writing seems to be disappearing amid a flurry of e-mails, texting, and tweeting. The recent decline in letter writing marks a cultural shift so vast that in the future historians may divide time not between BC and AD but between the eras when people wrote letters and when they did not. So New York Times bestselling author Simon Garfield asks: Can anything be done to revive a practice that has dictated and tracked the progress of civilization for more than five hundred years? In *To the Letter*, Garfield traces the fascinating history of letter writing from the love letter and the business letter to the chain letter and the letter of recommendation. He provides a tender critique of early letter-writing manuals and analyzes celebrated correspondence from Erasmus to Princess Diana. He also considers the role that letters have played as a literary device from Shakespeare to the epistolary novel, all the rage in the eighteenth century and alive and well today with bestsellers like *The Guernsey Literary and Potato Peel Pie Society*. At a time when the decline of letter writing appears to be irreversible, Garfield is the perfect candidate to inspire bibliophiles to put pen to paper and create “a form of expression, emotion, and tactile delight we may clasp to our heart.” *Letters & Words*, a comprehensive learning resource, provides high-interest, full-color lessons to spark students’ interest and encourage critical thinking. The captivating activities reinforce alphabet basics while also providing practice with consonant and vowel sounds and handwriting.

Young learners will enjoy working through this dynamic book while they also build a strong foundation for everyday success. A complete answer key to measure performance is also included, as well as a fun sticker sheet and poster. A Washington Post, LitHub, The Millions, and Books Are Magic Most Anticipated Book of 2021 and a Good Housekeeping, Shondaland, and Alma Best Book of Fall A perceptive and powerful debut of identity and belonging—of a young woman determined to be seen. Willa Chen has never quite fit in. Growing up as a biracial Chinese American girl in New Jersey, Willa felt both hypervisible and unseen, too Asian to fit in at her mostly white school, and too white to speak to the few Asian kids around. After her parents’ early divorce, they both remarried and started new families, and Willa grew up feeling outside of their new lives, too. For years, Willa does her best to stifle her feelings of loneliness, drifting through high school and then college as she tries to quiet the unease inside her. But when she begins working for the Adriens—a wealthy white family in Tribeca—as a nanny for their daughter, Bijou, Willa is confronted with all of the things she never had. As she draws closer to the family and eventually moves in with them, Willa finds herself questioning who she is, and revisiting a childhood where she never felt fully at home. Self-examining and fraught with the emotions of a family who fails and loves in equal measure, *Win Me Something* is a nuanced coming-of-age debut about the irreparable fissures between people, and a young woman who asks what it really means to belong, and how she might begin to define her own life. In this humorous and perceptive exchange between two devils, C. S. Lewis delves into moral questions about good vs. evil, temptation, repentance, and grace. Through this wonderful tale, the reader emerges with a better understanding of what it means to live a faithful life. “[A] delicious literary Gothic debut.” -THE NEW YORK TIMES BOOK REVIEW, EDITORS' CHOICE “Moody and evocative as a fever dream, Catherine House is the sort of book that wraps itself around your brain, drawing you closer with each hypnotic step.” - THE WASHINGTON POST A Most Anticipated Novel by Entertainment Weekly • New York magazine • Cosmopolitan • The Atlantic • Forbes • Good Housekeeping • Parade • Better Homes and Gardens • HuffPost • BuzzFeed • Newsweek • Harper’s Bazaar • Ms. Magazine • Woman's Day • PopSugar • and more! A gothic-infused debut of literary suspense, set within a secluded, elite university and following a dangerously curious, rebellious undergraduate who uncovers a shocking secret about an exclusive circle of students . . . and the dark truth beneath her school’s promise of prestige. Trust us, you belong here. Catherine House is a school of higher learning like no other. Hidden deep in the woods of rural Pennsylvania, this crucible of reformist liberal arts study with its experimental curriculum, wildly selective admissions policy, and formidable endowment, has produced some of the world’s best minds: prize-winning authors, artists,

inventors, Supreme Court justices, presidents. For those lucky few selected, tuition, room, and board are free. But acceptance comes with a price. Students are required to give the House three years—summers included—completely removed from the outside world. Family, friends, television, music, even their clothing must be left behind. In return, the school promises a future of sublime power and prestige, and that its graduates can become anything or anyone they desire. Among this year’s incoming class is Ines Murillo, who expects to trade blurry nights of parties, cruel friends, and dangerous men for rigorous intellectual discipline—only to discover an environment of sanctioned revelry. Even the school’s enigmatic director, Viktória, encourages the students to explore, to expand their minds, to find themselves within the formidable iron gates of Catherine. For Ines, it is the closest thing to a home she’s ever had. But the House’s strange protocols soon make this refuge, with its worn velvet and weathered leather, feel increasingly like a gilded prison. And when tragedy strikes, Ines begins to suspect that the school—in all its shabby splendor, hallowed history, advanced theories, and controlled decadence—might be hiding a dangerous agenda within the secretive, tightly knit group of students selected to study its most promising and mysterious curriculum. Combining the haunting sophistication and dusky, atmospheric style of Sarah Waters with the unsettling isolation of Kazuo Ishiguro’s *Never Let Me Go*, Catherine House is a devious, deliciously steamy, and suspenseful page-turner with shocking twists and sharp edges that is sure to leave readers breathless. By Nobel Prize Winner Peter Handke *Short Letter, Long Farewell* is one the most inventive and exhilarating of the great Peter Handke’s novels. Full of seedy noir atmospherics and boasting an air of generalized delirium, the book starts by introducing us to a nameless young German who has just arrived in America, where he hopes to get over the collapse of his marriage. No sooner has he arrived, however, than he discovers that his ex-wife is pursuing him. He flees, she follows, and soon the couple is running circles around each other across the length of America—from Philadelphia to St. Louis to the Arizona desert, and from Portland, Oregon, to L.A. Is it love or vengeance that they want from each other? Everything’s spectacularly unclear in a book that is travelogue, suspense story, domestic comedy, and Western showdown, with a totally unexpected Hollywood twist at the end. Above all, *Short Letter, Long Farewell* is a love letter to America, its landscapes and popular culture, the invitation and the threat of its newness and wildness and emptiness, with the promise of a new life—or the corpse of an old one—lying just around the corner. “The Last Letter is a haunting, heartbreaking and ultimately inspirational love story.”—InTouch Weekly Beckett, If you’re reading this, well, you know the last-letter drill. You made it. I didn’t. Get off the guilt train, because I know if there was any chance you

could have saved me, you would have. I need one thing from you: get out of the army and get to Telluride. My little sister Ella's raising the twins alone. She's too independent and won't accept help easily, but she has lost our grandmother, our parents, and now me. It's too much for anyone to endure. It's not fair. And here's the kicker: there's something else you don't know that's tearing her family apart. She's going to need help. So if I'm gone, that means I can't be there for Ella. I can't help them through this. But you can. So I'm begging you, as my best friend, go take care of my sister, my family. Please don't make her go through it alone.

Ryan The letters of Lady Anne Bacon, mother of Francis Bacon, which shed light on Elizabethan politics from a female perspective. The go-to resource for creative ideas and helpful tips for writing thank you notes, addressing envelopes, cover letters, and everything in between, from the creators of Sugar Paper Feeling like sending a little love in the mail but not sure how to get started? Along with letter-writing golden rules, How to Write a Letter will make it easier to:

- select the perfect stationery for any occasion
- find the best salutation and sign off
- choose the right words for any situation, from congratulations to condolences
- properly address an envelope in style

With this book, you'll discover how hand-writing your thoughts and feelings has the magic to turn a card, letter, or even scrap of paper into a treasure. Contains twenty-six alphabetically arranged entries describing each letter of the Roman alphabet individually, providing facts about each letter while tracing its history, evolution, and form. Emily "Fido" Faithfull, a spinster pioneer in the British women's movement, is distracted from her cause by the details of her friend's failing marriage and affair with a young army officer, in this drama of friends, lovers, and divorce, Victorian style. "One Wants to be a Letter is about embracing your uniqueness. The story is about the Number One whose friends are all letters. He has felt different and wants to be just like his friends. What person has not felt that way in their lifetime? Throughout the story, One keeps trying to be a letter, when in the end he finds out that being a Number One was what he was meant to be. The crew of the Clarke may just be humanity's last hope. Sent to investigate an alien construction in the asteroid belt, they're hoping to make discoveries, establish first contact, and—though it's a long shot—stay alive for as long as they can. They all came aboard knowing it would be a one-way trip. So what propelled them to sign up? For some, it was a choice. For others, it was a chance. Learn the extraordinary story about how the crew of the Clarke came together, featuring one-shots by guest artists Joëlle Jones, Drew Moss, Ryan Kelly, and Alise Glušková, as well as the origins of the mysterious Builders, from guest artist Langdon Foss. This single-volume selection of the letters of Margaret Fuller invites acquaintance with a great American thinker of the Transcendentalist circle. With the growth of efficient postal service in England and the stimulus of a growing tradition of informal prose among eighteenth-century men of leisure, the intimate letter reached unprecedented literary heights as the exemplary form of the period. Considered here are the striking and diverse qualities both of the art and the personalities of the great letter-writers: Swift, Pope, Lady Mary Wortley Montagu, Richardson,

the Earl of Chesterfield, Johnson, Sterne, Gray, Walpole, Burke, Cowper, Gibbon, and Boswell. For fans of *The Word Collector* and *Be Kind* comes a story of words, walls, and widening your world, by New York Times bestselling author Deborah Underwood *Small h* has always lived with the other H's in a city surrounded by walls that keep them safe. At least, that's what the big H's say. But one day, a hole in the wall reveals someone new on the other side. When little h and little i meet, they make a small word with big meaning: "hi!" The other H's find out, though. They fill the hole. But it won't be enough to keep these little letters apart--or twenty-four of their newest friends. Every Little Letter shows how even the smallest among us can make a big impact, and how a single act of friendship can inspire whole communities to come together. How do you tear down walls? With words, at first. Then brick by brick. "Rich for exploration . . . Adorable." --SLJ (starred review) "This message of friendship . . . bears repeating, especially for the youngest readers." --Kirkus "Smartly executed . . . Underlines how diversity leads to strength." --Publishers Weekly "This [book] goes beyond to incorporate the alphabet and word-learning, as well as the importance of listening to young people." --Shelf Awareness

During the 18th century, letter manuals became the most popular form of conduct literature. They were marketed to and used by a wide spectrum of society, from maidservants and apprentices, through military officers and merchants, to gentlemen, parents and children. This work presents the most influential manuals from both sides of the Atlantic. This title was first published in 2003. The author explores and describes the nature of what he terms "epistolary spaces", phenomena that came into being as a result of the foundation during the 1650s of a Post Office available to the general public. He focuses on the history of letter-writing by English men and women, and in so doing he shows how the imaginations of letter writers were affected by the increasingly cheaper, faster and more efficient postal services that were developed throughout the time period covered. The book makes a detailed study of five "real" correspondences, reading the letters in terms of their social and political interest and addressing such concerns as class, gender, collections of model letters and the importance of London to English epistolary spaces. "James How's *Epistolary Spaces* ... contains] a fascinating discussion of the ways the rise of the postal system created what he calls 'epistolary spaces' ..." Temma Berg, *The Lives and Letters of an Eighteenth-Century Circle of Acquaintance* (2006) "James How's *Epistolary Spaces* ... reconstructs in meticulous detail the history of the national postal system and its effects on letter writing, from the Renaissance to the 18th century ... How also highlights the role of the new postal system in connecting all the people of England to the capital city of London ..." Sonia De Angelis, 'Status Quaestionis' (2011) "According to James How, the foundation of a Post Office in England in the 1650s ... ensured that] the way was open to experiment in all that a correspondence could achieve: it opened up new forms of petitioning the state and the aristocracy; novels like Richardson's *Clarissa* ... suggested that a whole life could be lived in an epistolary space." Martyn Lyons, *Culture and History Digital Journal* (2012) "... a

pioneering work of literary and cultural criticism, well-researched, which renews scholarly debates about epistolary communication in early modern England." Jay Caplan, *Eighteenth Century Book Reviews Online* "How writes vividly about the difference between the private carriage of a letter and the sending of a letter into impersonal common spaces, where it jostles up against other people's letters ... his account of these 'eager and enthusiastic consumers of the new space of mind opened up by the Post office', a space he compares to cyberspace, offers a provocative explanation for the appearance of the epistolary novel ..." Jocelyn Harris, *The Age of Johnson* "How's book is particularly valuable for its] attention to the institutional history and the cultural contexts that informed and shaped letter-exchanges at this time." Elizabeth Heckendorn Cook, *Prose Studies* "Mr How offers us a useful new term in letter writing, 'epistolary space' ... Readers will benefit from reading his] analysis of the nature of epistolary spaces and the growth of the postal system that changed letter writing practice; they will also appreciate a fascinating group of late seventeenth- and eighteenth-century letter writers." Cynthia Lowenthal, *The Scriblerian and the Kit-Cats* "... there is much to admire here], not least the painstaking immersion in social, personal, political and historical context, particularly, but by no means exclusively, with regard to the foundation of the Post Office and its impact on a range of activities, including, obviously, letter-writing and, less obviously, interception and counter espionage. The correspondents looked at are, moreover, not quite the usual suspects while still remaining in some measure either central to, or characteristic of, their times and stations." Allan Ingram, *Modern Language Review*

Are you looking for a fun workbook to help you teach your child to write? Then you are in the right place! Take your child on an exciting journey through the entire ABC and all the numbers from 0 to 30 with: *Letter And Number Tracing Book For Kids Ages 3-5: A Fun Practice Workbook To Learn The Alphabet And Numbers From 0 To 30 For Preschoolers And Kindergarten Kids!* This exercise book introduces your child to writing letters and numbers in a playful and age-appropriate manner that will help him or her get to know the alphabet and the numbers 0 to 30. In this way, children are guided and optimally prepared for pre-school and primary school. The book is divided into sections: numbers and letters. The learning process is guided as follows: Letters Every letter is new territory for your child. The first step is to get to know the letter and practice through the correct pen guidance by simply tracing it. This is followed by a word containing the letter you have just learned. So your child learns to put the letter in a word. Encourage your child to read the word aloud to directly practice the corresponding sound. Finally, your child learns to write the letter freely and independently. Numbers To understand the meaning of numbers, your child starts counting picture elements. Then, just as with letters, he or she will have to trace the numbers. As soon as they become more confident, free writing follows the number you have just learned, with guidelines ensuring that the number is placed at the correct height. In both areas, learning takes place in a meaningful and reliable structure that gives your child security and constantly encourages them to see their own progress.

Parents can help their children work through this exercise book and provide the necessary support. After all, writing is not easy for every child. Parents should keep a special eye on the correct pen position and hand guidance and celebrate every milestone with their child. For both numbers and letters, encourage your child to speak out loud about what he or she has learned. The more senses are involved in the learning process, the faster and easier it is to learn. By completing this exercise book, your child will be able to write the lower and upper case letters from A to Z, as well as the numbers 0 to 30. It is especially important that your child can work and learn at their own pace. This is the only way to keep the fun and become more confident in writing from letter to letter, or from number to number. A quick look at the most important facts of the book: Suitable for children from ages 3 to 5 Sensible structure that optimally accompanies the learning process Great preparation for pre-school and kindergarten A fun way to learn the numbers from 0 to 30 and the letters A to Z Designed and sensibly structured to suit children Promotes correct pen management and concentration Lots of space for free practice Lovely designs Combine play with learning. Benefit from "Letter And Number Tracing Book For Kids Ages 3-5" and accompany your child within a meaningful structure on the way to writing letters and numbers! Get this book NOW! An updated guide to creating an effective sales letter explains how to take full advantage of this powerful marketing tool by writing a letter that will actually get read, generate leads, and make money, providing a step-by-step tutorial in developing the right sales letter for any business. Original. 35,000 first printing. Making use of letters--both formal and personal--that have been preserved through the ages, Stanley Stowers analyzes the cultural setting within which Christianity arose. The Library of Early Christianity is a series of eight outstanding books exploring the Jewish and Greco-Roman contexts in which the New Testament developed. In this wise and loving book, Olympic gold medal-winning skater Ekaterina Gordeeva talks to her young daughter, Daria, about the strength of family life and tradition as well as about a mother's hopes for her daughter. Illustrated with wonderful photos and Daria's drawings, this is a special book that mothers and daughters will want to share with each other. Activity program for classroom use in teaching letters and their sounds to young readers using various senses: taste, smell, sight and touch. Reproduction of the original: A Letter Book by George Saintsbury The writing of letters often evokes associations of a single author and a single addressee, who share in the exchange of intimate thoughts across distances of space and time. This model underwrites such iconic notions as the letter representing an 'image of the soul of the author' or constituting 'one half of a dialogue'. However justified this conception of letter-writing may be in particular instances, it tends to marginalize a range of issues that were central to epistolary communication in the ancient world and have yet to receive sustained and systematic investigation. In particular, it overlooks the fact that letters frequently presuppose and were designed to reinforce communities-or, indeed, to constitute them in the first place. This volume explores the interrelation of letters and communities in the ancient world, examining how epistolary

communication aided in the construction and cultivation of group-identities and communities, whether social, political, religious, ethnic, or philosophical. A theoretically informed Introduction establishes the interface of epistolary discourse and group formation as a vital but hitherto neglected area of research, and is followed by thirteen case studies offering multi-disciplinary perspectives from four key cultural configurations: Greece, Rome, Judaism, and Christianity. The first part opens the volume with two chapters on the theory and practice of epistolary communication that focus on ancient epistolary theory and the unavoidable presence of a letter-carrier who introduces a communal aspect into any correspondence, while the second comprises five chapters that explore configurations of power and epistolary communication in the Greek and Roman worlds, from the archaic period to the end of the Hellenistic age. Five chapters on letters and communities in Ancient Judaism and Early Christianity follow in the third, part before the volume concludes with an envoi examining the trans-historical, or indeed timeless, philosophical community Seneca the Younger construes in his Letters to Lucilius. Every so often a love story comes along to remind us that sometimes, in our darkest hour, hope shines a candle to light our way. Discover THE LETTER by Kathryn Hughes, the Number One bestseller that has captured thousands of hearts worldwide. Perfect for fans of The Notebook by Nicholas Sparks. 'A wonderful, uplifting story' Lesley Pearse Join the hundreds of thousands of readers worldwide who have fallen in love with THE LETTER: 'An amazing, heartwrenching, unforgettable story' 'This beautiful story will bring tears and joy' 'Loved this story !! It kept me totally gripped although I was sobbing in places as well' 'A tale of love and hope with lots of twists and turns. A great story!' Tina Craig longs to escape her violent husband. She works all the hours God sends to save up enough money to leave him, also volunteering in a charity shop to avoid her unhappy home. Whilst going through the pockets of a second-hand suit, she comes across an old letter, the envelope firmly sealed and unfranked. Tina opens the letter and reads it - a decision that will alter the course of her life for ever... Billy Stirling knows he has been a fool, but hopes he can put things right. On 4th September 1939 he sits down to write the letter he hopes will change his future. It does - in more ways than he can ever imagine... THE LETTER tells the story of two women, born decades apart, whose paths are destined to cross and how one woman's devastation leads to the other's salvation. *** Kathryn's beautiful new novel HER LAST PROMISE is available now *** Books. Love. Friendship. Second chances. All can be found at the Printed Letter Bookshop in the small, charming town of Winsome. One of Madeline Cullen's happiest childhood memories is of working with her Aunt Maddie in the quaint and cozy Printed Letter Bookshop. But by the time Madeline inherits the shop nearly twenty years later, family troubles and her own bitter losses have hardened Madeline's heart toward her once-treasured aunt—and the now struggling bookshop left in her care. While Madeline intends to sell the shop as quickly as possible, the Printed Letter's two employees have other ideas. Reeling from a recent divorce, Janet finds sanctuary within the books and the

decadent window displays she creates. Claire, though quieter than her outspoken colleague, feels equally drawn to the daily rhythms of the shop and has found a renewed sense of purpose within its walls. When Madeline's professional life falls apart, and a handsome gardener upends her life, she questions her plans and her future. Has she been too quick to dismiss her aunt's beloved shop? And even if she has, the women's best efforts to save it may be too little, too late. Sweet contemporary romance for book lovers Stand-alone novel Book length: 98,000 words Includes discussion questions and a recommended reading list from the author The name 'Jack the Ripper' is instantly recognised throughout the world, yet many people probably don't know that the famous nickname first appeared in a letter or that this was where the whole legend of Jack the Ripper really began. This title poses a controversial question: was 'Jack the Ripper' merely a press invention? Provides more than 150 model letters to cover most business situations, with additional paragraphs to personalize letters Robert Collier was decades ahead of his time in writing down ways for man to improve his lot in life. He wrote "Secret of the Ages" during an active and successful life developed upon basic ideas which opened up new vistas of living for countless multitudes of people. Brought up to be a priest, he worked as a mining engineer, an advertising executive and a prolific writer and publisher. The Robert Collier Letter Book earned Robert Collier the distinction of being one of the greatest marketing minds in history. Robert Collier sales letters were successful because he wrote to his readers' needs. As an expert in marketing, his sales savvy and writing expertise placed hundreds of millions of dollars in his clients' pockets. Celebrate gratitude and simple ways of brightening others' days with this sweet, brightly illustrated story about a girl's letters. . . . and her town's overwhelming response. After a wonderful party, birthday girl Grace sits down to thank her friends and family for all their kind gifts. But she doesn't stop there-- as she writes, Grace realizes there are so many things to be grateful for! So she thanks her teacher for helping her learn to write. She thanks her dog for his cheerful wagging tail. She even thanks the sky for being perfectly, beautifully blue. The Thank You Letter is perfect for starting conversations about gratitude-- both for tangible gifts and for the little things we don't always stop to appreciate. The sweet story encourages young readers to focus on positivity and share it-- to write letters of their own to family, friends, and loved ones and share their joys. For everyone who wants to encourage children to write thank you notes for gifts, and for everyone searching for new ways to connect with distant loved ones, The Thank You Letter is a perfect model for expressing gratitude-- and showcases the joyful response a simple gesture can create. When Grace returns home after delivering her notes, she finds a wealth of affection--cards, letters, and notes from her neighbors and friends, expressing their love for Grace and appreciation for her letters. A beautifully illustrated gatefold page shows how deeply her letters have touched the hearts of everyone around them, and Beloved storyteller and illustrator Jane Cabrera's vivid and textured acrylic paintings are filled with joyful cuteness and warmth. Collage elements, including patterns from the

inside of envelopes, smartly add to the epistolary theme. This delightful celebration of mindful thankfulness and community togetherness is perfect for curling up in a cozy spot and sharing one-on-one. Including letters from Melissa Rivers, Shania Twain, will.i.am, Christy Turlington, and Kristin Chenoweth Just in time for Mother's Day, the next book in the A Letter to My series (after A Letter to My Dog and A Letter to My Cat) takes on mothers, with celebrities and civilians writing letters of gratitude and admiration to the women who raised them, alongside gorgeous, intimate photos. Book comprises a selection of correspondence by Jews from the era of the Talmud to the 18th century, as primary sources reflecting on various aspects of Jewish history ; and contains a long introduction on various aspects of the history of Jewish letter writing. Volume 2 includes selections from the correspondence of Maimonides and Spinoza. Replaces previous edition. In today's hectic world of cell phones, email, and instant messages, is it still worthwhile to know how to write a good letter? Absolutely! An attractive, well-written letter can grab the reader's attention and hold it long after someone else's email has been discarded. It can make a strong, lasting impression on a hiring manager, potential client, or faraway friend who receives it. In other words, the letter is still an important professional and personal communication tool, one that too few people know about these days. In this completely revised and updated edition of BETTER LETTERS, writing authority Jan Venolia dispenses expert advice on creating the perfect letter, covering composition, style, and format. With THE RIGHT LETTER! your message will rise above the rest. • This handy, portable addition to the Right! series (650,000 copies sold) is an important guide to effective letter writing, including a section on email. • With so many people complaining about the glut of email, spam, and misinformation, this reference is needed now more than ever. • Previous editions of BETTER LETTERS have sold more than 80,000 copies. Liber Albus - The white book of the City of London is an unchanged, high-quality reprint of the original edition of 1861. Hansebooks is editor of the literature on different topic areas such as research and science, travel and expeditions, cooking and nutrition, medicine, and other genres. As a publisher we focus on the preservation of historical literature. Many works of historical writers and scientists are available today as antiques only. Hansebooks newly publishes these books and contributes to the preservation of literature which has become rare and historical knowledge for the future. An alphabet book with touch-sensitive letters in red felt. It integrates touch, sight and sound for developing writing and reading skills. Realistic drawings of everyday objects reinforce the textured letters.

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