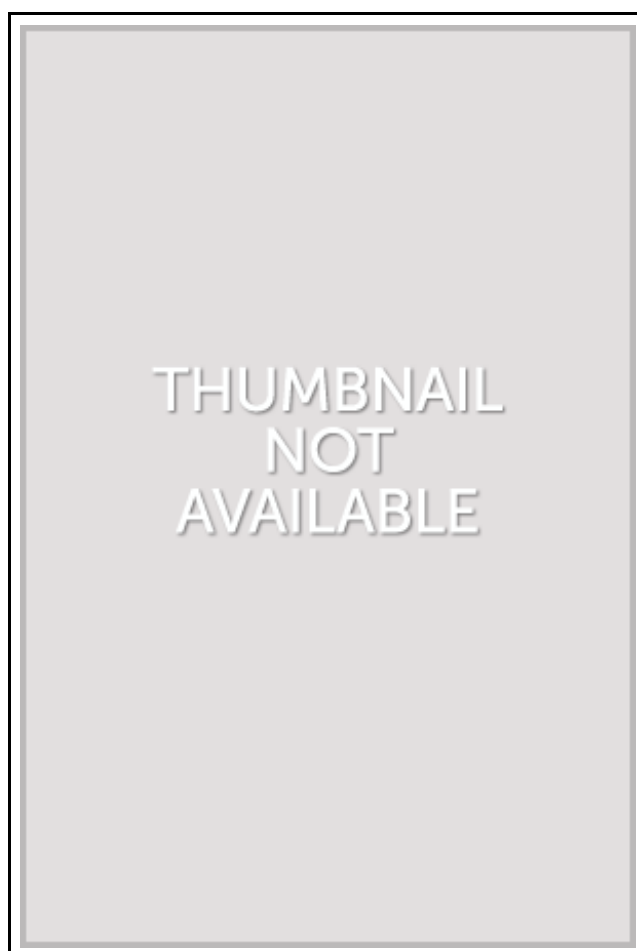


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Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Excerpt from **Chesterfield s Art of Letter Writing Simplified: Being a Guide to Friendly, Affectionate, 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 that the subject really requires, and to say that clearly. A letter of ten lines will often fulfill all these conditions, when a lengthy epistle will bring back an impatient wish to know the meaning of your communication of the - th. In writing letters, we ought to consider that we may be wasting another persons time more precious than our own, in the mere operation of reading, to say nothing of understanding and replying to them. But let us always remember, that it is possible to be brief and to the purpose, without being bearish or uncourteous. Tact in...



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