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## Effective Email for the Professional

By Nhu Le Goodhue

Createspace, United States, 2011. Paperback. Book Condition: New. 198 x 126 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Email communications are critical in every facet of the corporate world. Whether communicating with customers, vendors, or others within our own organizations, we should all strive for effective and professional communications. Each email we send is an opportunity for others to see us and our organizations in a positive way. We do not want to send emails which are a liability to our careers or to our organizations. Unfortunately, many of us did not learn about effective email communication in school and email communication is at times very different than writing business letters. There are others, you know who they are, who write emails like text messages to their friends. No doubt a quick review of our inboxes reveals that for whatever reason, many people fail to communicate effectively in email. The information in this book will assist the reader in sending more professional emails.



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