

Abstract

This work deals with three types of business correspondence: memos, letters and telex. Unit I, which consists of 3 lessons, is devoted to memo writing--making an announcement, stating the company's policy, and explaining reasons. Unit II also has 3 lessons. The first lesson in this unit (lesson 4) describes letters of adjustment, the second (lesson 5) letters of credit and collection, and the third (lesson 6) other types of letters such as thank you letters. Unit III, which has 2 lessons, is concerned with telex writing and the changing of letters into telex and vice versa. In all these lessons, some outstanding grammar points in each are drawn out for drilling. A variety of exercises, both in the sentence level and in longer units, are provided for practice, including the writing of different kinds of business correspondence in given situations.