



Access code for Professional Writing Online, Version 3.0 (3rd Edition)

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Longman, 2008. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: DOCUMENTS Introduction Memos and E-mail The Rhetoric of Memo and E-mail E-mail Etiquette *** Memo Template Samples Buddy McCormick, Original Buddy McCormick Revision 1 Problem at the Power Plant Changes at the Parking Garage Letters The Rhetoric of the Letter Letter Template Samples Past-Due Notice Request for a Deposit Refund Request for a Deposit Refund Revision Motor Club Business Letter Bad News Business Letter Rate Increase Business Letter Reports The Rhetoric of Report Writing</P.



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