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Preparing and Managing Correspondence

Plain Letters Managing Correspondence Records Management Handbook

Sabine Zange

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Plain Letters (managing Correspondence) ,1973 **Plain Letters - Records Management Handbook - Managing Correspondence** United States. National Archives and Records Service. General Services Administration,1980 Records Management Handbook, Managing Correspondence, Plain Letters United States. National Archives and Records Service,1955 **Records Management Handbook...** National archives and records service (Etats-Unis). Records management office,1955 *Annual Report of the Administrator of General Services* United States. General Services Administration,1955 **Plain Letters** United States. National Archives and Records Service. Office of Records Management Division,Mona Sheppard,1973* **Report ... from the Annual Report of the Administrator of General Services ...** United States. Office of the Federal Register,1958 *Distribution Data Guide* ,1954 **Managing Correspondence Form and Guide Letters** ,1973 Plain Letters Barry Leonard,1992-06-01 This guide first published by the National Archives and Records Service in 1955 was prepared for Government writers thousands of whom have taken special training based on its precepts Its purpose is to help writers make their letters as responsive readable and friendly as possible Sections include 1 style principle policy technique example getting at the root of the trouble and setting the style 2 craftsmanship what makes a letter plain the 4 S letter and formula 3 examples asking letters reply letters report by letter voice of the people ordinary business and setting the record straight 4 the watchlist and 5 the letter writer s checklist *Records Management Journal* ,1965 **Mail Order Selling** Richard Donald Millican,1959 **Small Business Bibliography** ,1958 **Plain Letters** United States. National Archives and Records Service. Office of Records and Information Management,Mona Sheppard,1984 **Marketing Information Guide** ,1954 **National Union Catalog** ,1953 **Plain Letters** Mona Sheppard,United States. National Archives and Records Service. Office of Records Management,1973 **The National Union Catalog** ,1961 **University Archives** Rolland E. Stevens,1965 **Dictionary Catalog of the Department Library** United States. Department of the Interior. Library,1967

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