



## Handbook of Commercial English (Classic Reprint)

By Iva L Myers Webber

Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Excerpt from Handbook of Commercial English An English course that assists a pupil to earn a livelihood and to become a useful member of society is of practical value. This handbook of Commercial English has been prepared to supply Commercial schools with a suitable text-book for special training in English, including grammar, punctuation, composition, letter-writing, etc., necessary to fit students for stenographic and clerical positions. Through her experience as business college and high school teacher, the author was led to see the need of practical training in everyday Business English. This book is the outgrowth of many years of experience, and the results obtained by its use amply justify the author and the publishers in presenting it to English teachers. The adjustability of the work, as outlined, to one or two years of any high school is one of its strong features. The subject may be made intensive by extending it to outside material. In addition to supplementary work from newspapers and magazines, debating may be correlated with the plan offered with very beneficial results. To meet...



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