

# Oxford Handbook Of Commercial Correspondence Amp Workbook By A Ashley

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**Business Correspondence**

that may be called personal correspondence A Businessman also writes and receives letters in his day to-day transactions, which may be called business correspondence Business correspondence or business letter is a written communication between two parties Businessmen may write letters to supplier of goods and also receive letters

**L T P/ SW/F TOTAL S W CREDIT UNITS 0 - Amizone**

Course Title: BC II- Business Correspondence Credit Units: 1 Course Code: BC604 Course Objective: To develop the writing skills of the students so that they are capable of communicating efficiently A Ashley, The Oxford Handbook of Commercial Correspondence, Oxford, 2003 Jules Harcourt, Business Communication, Thomson, 1990

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business correspondence is also deeply concerned with the image of the company in the eyes of the public People form images about companies from many sources, and correspondence is a major factor Arab British Academy for Higher Education wwwabahecouk 11 among them All effective correspondence has the broad objective of

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**Writing Writing formal formal lettersettersetters**

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