

PREFACE

EN 420 SECRETARIAL ENGLISH is compiled in order to help students understand the uniqueness of the English language used in writing various kinds of business correspondence, i.e. order letters, acknowledgment letters, credit letters, collection letters, sales letters, invitation letters, -acceptance **or** refusal letters, agenda, minutes, memos, reports, and news releases. I have provided many examples of writing styles in this text so that the students may study by themselves without attending classes. Moreover, I have designed many activities and exercises, at the end of each chapter, for further practice.

Should there be any question concerning this text, please contact the writer, either in person or by mail.

I sincerely hope that the information provided in this text will be beneficial to all students who are now working or who will work in the business area in the future. At the very least, I believe that the benefit gained from reading this text and practicing the exercises will help improve their writing capability. However, I hope that the students, after completing this course, will be interested in enhancing their knowledge by taking other courses in this area of study.