

# INFORMAL LETTER

## Beginning and ending

*Dear David + Kind regards*

*Good morning Tom + Warm/ Best regards*

## Reason for writing

*I am sending this message to apologize/ ask about/ say thanks for / complain about...*

*Answering your message, let me tell you that...*

*As we spoke/ agreed in our call, here you have.../ I have to tell you that...*

*Mr. Thomson gave me your name so that...*

## The background

*As you probably know, our company is...*

*I suppose you remember that 3 weeks ago we...*

## The result

*That is why we had to...*

*Because of that...*

*The next step*

*Now, it is necessary to...*

*I think we should...*

*I would need you to...*

*To fix this, you would have to...*

## Further communication

*You can contact me if you need more help/ information*

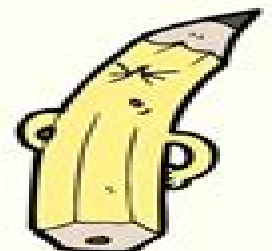
*Hope to hear from you*

## Signing off

*Many thanks for your message.*

*Let me say sorry again for...*

*I hope this solution is OK for you.*



# Good Writing An Informal Manual Of Style

**Katherine Lapworth**



## **Good Writing An Informal Manual Of Style:**

**Good Writing** Alan H. Vrooman, 1967      Random House Guide to Good Writing Mitchell Ivers, 2010-12-15 Clear concise effective THE RANDOM HOUSE GUIDE TO GOOD WRITING is for anyone who wishes to communicate well in writing Mitchell Ivers shows us how to master the medium and the message with an array of features Precise guidelines on word usage grammar and punctuation and how to decide with rules you can discard to suit your purpose How to choose the tone and style appropriate to your audience and subject The essential components of plot in fiction and structure in nonfiction and much more An Alternate Selection of the Book of the Month Club A Main Selection of the Writer s Digest Book Club      *The Winning Brief: 100 Tips for Persuasive Briefing in Trial and Appellate Courts* Bryan A. Garner, 2004-02-13 Good legal writing wins court cases It its first edition The Winning Brief proved that the key to writing well is understanding the judicial readership Now in a revised and updated version of this modern classic Bryan A Garner explains the art of effective writing in 100 concise practical and easy to use sections Covering everything from the rules for planning and organizing a brief to openers that can capture a judge s attention from the first few words these tips add up to the most compelling orderly and visually appealing brief that an advocate can present In Garner s view good writing is good thinking put to paper Never write a sentence that you couldn t easily speak he warns and demonstrates how to do just that Beginning each tip with a set of quotable quotes from experts he then gives masterly advice on building sound paragraphs drafting crisp sentences choosing the best words Strike pursuant to from your vocabulary quoting authority citing sources and designing a document that looks as impressive as it reads Throughout he shows how to edit for maximal impact using vivid before and after examples that apply the basics of rhetoric to persuasive writing Filled with examples of good and bad writing from actual briefs filed in courts of all types The Winning Brief also covers the new appellate rules for preparing federal briefs Constantly collecting material from his seminars and polling judges for their preferences the second edition delivers the same solid guidelines with even more supporting evidence Including for the first time sections on the ever changing rules of acceptable legal writing Garner s new edition keeps even the most seasoned lawyers on their toes and writing briefs that win cases An invaluable resource for attorneys law clerks judges paralegals law students and their teachers The Winning Brief has the qualities that make all of Garner s books so popular authority accessibility and page after page of techniques that work If you re writing to win a case this book shouldn t merely be on your shelf it should be open on your desk      **Wiser Guy** Guy Kawasaki, Madisun Nuismer, 2025-08-18 A collection of honest humorous and heartfelt stories from a Silicon Valley icon Wiser Guy is Guy Kawasaki s dynamic update of Wise Guy delivering a fresh collection of stories that combine humor humility and the wisdom gained from five more years of life and 250 episodes of the Remarkable People podcast This new edition reflects Guy s continued evolution enriched by deep conversations with luminaries such as Jane Goodall Steve Wozniak Stephen Wolfram Angela Duckworth and Julia Cameron These interviews have broadened his perspective and deepened the relevance of his

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Guy Kawasaki has been a fixture in the tech world since he was part of Apple's original Macintosh team in the 1980s. He's widely respected as a source of wisdom about entrepreneurship, venture capital, marketing, and business evangelism, which he's shared in bestselling books such as *The Art of the Start* and *Enchantment*. But before all that, he was just a middle-class kid in Hawaii, a grandson of Japanese immigrants who loved football and got a C in 9th grade English. Wise Guy, his most personal book, is about his surprising journey. It's not a traditional memoir but a series of vignettes. He toyed with calling it *Miso Soup for the Soul* because these stories, like those in the *Chicken Soup* series, reflect a wide range of experiences that have enlightened and inspired him. For instance, you'll follow Guy as he gets his first real job in the jewelry business, which turned out to be surprisingly useful training for the tech world. He disparages one of Apple's potential partners in front of that company's CEO at the sneaky instigation of Steve Jobs. He blows up his Apple career with a single sentence after Jobs withholds a pre-release copy of the *Think Different* ad campaign. That's okay, Steve. I don't trust you either. He reevaluates his self-importance after being mistaken for Jackie Chan by four young women. He takes up surfing at age 62, which teaches him that you can discover a new passion at any age, but younger is easier. Guy covers everything from moral values to business skills to parenting. As he writes, "I hope my stories help you live a more joyous, productive, and meaningful life." If Wise Guy succeeds at this, then that's the best story of all.

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