



# The Art of Email Writing

By Philip Vassallo

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## **The Art of Email Writing** By Philip Vassallo

Write e-mails: faster ... purposefully ... thoroughly ... clearly ... concisely ... correctly. Manage your e-system: filing ... attaching ... copying ... initiating ... responding ... forwarding.

It's all here in THE ART OF E-MAIL WRITING: a powerful, workable, and reliable method for:

- jump-starting the writing process without cluttering your mind
- getting to the point without missing a beat
- laying out your ideas without overloading your readers
- keeping a fresh style without breaking the rules

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## **The Art of Email Writing By Philip Vassallo Bibliography**

- Rank: #1111688 in Books
- Published on: 2007-10-08
- Original language: English
- Number of items: 1
- Dimensions: 9.02" h x .30" w x 5.98" l, .44 pounds
- Binding: Paperback
- 128 pages

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### **Editorial Review**

#### **About the Author**

Philip Vassallo has taught writing for over 25 years, evaluated the writing of thousands of professionals across the entire spectrum of the corporate hierarchy, and developed and delivered writing training programs for a wide range of administrative, technical, and managerial professionals in corporate and government environments throughout the United States. He has also provided individualized writing coaching and assessment services for numerous corporate employees. Phil's book *The Art of On-the-Job Writing*, also published by First Books, provides a groundwork for writing effectively and efficiently regardless of the writer's position. Phil is also an accomplished essayist, poet, and playwright. He holds a bachelor's degree in English from Baruch College, a master's in education from Lehman College, and a doctorate in educational theory from Rutgers University. He lives in New Jersey with his wife, a public school teacher.

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