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Madrid, July 4th 20xx

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Kind regards.

Ignacio Golfo Vice-Dean

Global & Executive Programs

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**R Sandford** 

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**Etiquette For Dummies** Sue Fox,2011-02-14 Life is full of moments when you don t know how to act or how to handle yourself in front of other people In these situations etiquette is vital for keeping your sense of humor and your self esteem intact But etiquette is not a behavior that you should just turn on and off This stuffy French word that translates into getting along with others allows you to put people at ease make them feel good about a situation and even improve your reputation Etiquette For Dummies approaches the subject from a practical point of view throwing out the rulebook full of long pointless lists Instead it sets up tough social situations and shows you how to navigate through them successfully charming everyone with your politeness and social grace This straightforward no nonsense guide will let you discover the ins and outs of Basic behavior for family friends relationships and business Grooming dressing and staying healthy Coping with unexpected stuff like sneezing or feeling queasy Maintaining a civilized relationship Making friends and keeping them Building positive relationships at work Communicating effectively This book shows you how to take on these situations and make them pleasant It also gives you great advice for tipping appropriately in all types of services and setting stellar examples for your kids Full of useful advice and written in a laid back friendly style Etiquette For Dummies has all the tools you need to face any social situation with politeness and courtesv Great Personal Letters for Busy People: 501 Ready-to-Use Letters for Every Occasion Dianna Booher, 2006-01-06 This book gives you ready to use letters and notes for any business personal or social situation From annoucements to apologies complaints to congratulations and invitations to introductions there s something to fit every occasion Organized into twenty eight guick reference categories this book gives you samples for engagements weddings and divorces births graduations and job references thank you notes and apologies resolving consumer problems addressing credit banking and financial concerns dealing with government programs and issues soliciting charitable contributions back cover Letter Writing Made Easy! Margaret McCarthy, 1998-01-01 In Letter Writing Made Easy author Margaret McCarthy offers sample letters for hundreds of common occasions Need to write a thank you note Want to dispute a bill Having trouble expressing your feelings upon the death of a friend s loved one McCarthy has provided samples which you can use as is or modify to suit your own particular style or concerns How to write more intimate personal letters How to write more powerful business correspondence Practical advice on format style tone forms of address and much more Includes hundreds of ready to use samples So put down that phone and write a letter It s not only more personal it's more effective And with Letter Writing Made Easy writing a letter is a breeze How To Write First-Class Letters L. Sue Baugh, 1994 Presents step by step guidance for letter writing covering writing organization and revision formats stationery and ways of addressing different people and provides hundreds of model letters including social consumer

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