



## Educator's Lifetime Encyclopedia of Letters

By Mamchak, P. Susan; Mamchak, Steven R.

Jossey-Bass, 1998. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: About this resource. SECTION ONE. Writing effective recommendations. Examining the structure of the written recommendations. Model recommendations and references. Positive recommendation to a private school, I. Positive recommendation to a private school, II. Negative recommendation to a private school, I. Negative recommendation to a private school, II. Positive recommendation to a college or university, I. Positive recommendation to a college or university, II. Negative recommendation to a college or university, I. Negative recommendation to a college or university, II. Negative recommendation to a college or university, III. Positive recommendation for an award. Negative recommendation for an award. Positive recommendation to a special academic program. Negative recommendation to a special academic program, I. Negative recommendation to a special academic program, II. Positive recommendation to a community program. Negative recommendation to a community program. Positive recommendation for a job outside school. Negative recommendation for a job outside school. Recommendation of a college. Recommendation of a teacher. SECTION TWO. Letter that deal with illness and death. Understanding the basic letter of sympathy. Model letters of sympathy and understanding. Nonserious illness of a student. Nonserious illness of a teacher. Nonserious illness of an administrator. Serious illness of a student. Serious illness of a



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