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PRESS RELEASE

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Just Released: Email Essentials Apps for iTunes with a Special Section on Written Communications

Santa Ana, CA- Knowing proper email etiquette in business is an essential requirement. Being able to write a simple email, proposal, document or status report is a must. The iTunes Email Essential App (Vol. 5) includes several cards on Written Communications. The cards are full of tips that will help you become a better writer and communicator. They will give you guidance on what to say and how to say it. A special section consisting of ten rules explains the basics of how to compose an email and how to use email as an effective business communication tool. You can find this Biz SoftSkills App on iTunes for only \$2.99 at: <http://bit.ly/bWGdax>

In addition, for those who need help to create a well-written PowerPoint or report presentation, there are five simple steps to follow. Plus, three powerful rules provide a good insight for report writing.

The cards were created and produced by Business SoftSkills, a company that has produced over 13 videos to assist people in learning how to improve their soft skills which has become a needed skill in today's competitive job environment.

US Dynamics did the software conversions of the cards for iTunes so those with iPhones, iPods, and iPads can download and view the cards. You can find more of their apps at: <http://www.elektrikentertainment.com>

For more information on the iTunes Biz (Business) SoftSkills Apps, contact Business SoftSkills at: 949-477-9400, Or visit the website at www.BusinessSoftSkills.com.

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VOLUME 5

Email Essentials and Written Communications

Secrets of writing
powerful reports and presentations
in the business world



Know Your

Business SoftSkills

www.BusinessSoftSkills.com/iPhone