



## Business English

By Andrea B. Geffner

Barron's Educational Series Inc., U.S., United States, 2016. Paperback. Book Condition: New. 6th Revised edition. 276 x 198 mm. Language: English . Brand New Book. This updated edition provides clear, concise instruction on every form of business writing, from traditional business letters, reports, and memos to email and other electronic communications. The author emphasizes that effective business English begins with mastering grammar and sentence structure, and presents a brush-up review of grammar and correct English usage. She also advises on achieving an appropriate business style that conveys the writer's message succinctly without resorting to stilted, overly formal language or meaningless jargon. This book is perfect for the modern businessman since it's been updated for today's web-based world. Includes excellent examples of model business letters, résumés, employment letters, interoffice memos, news releases, and business reports. Additional features include exercises with answers and a glossary of business terms.



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