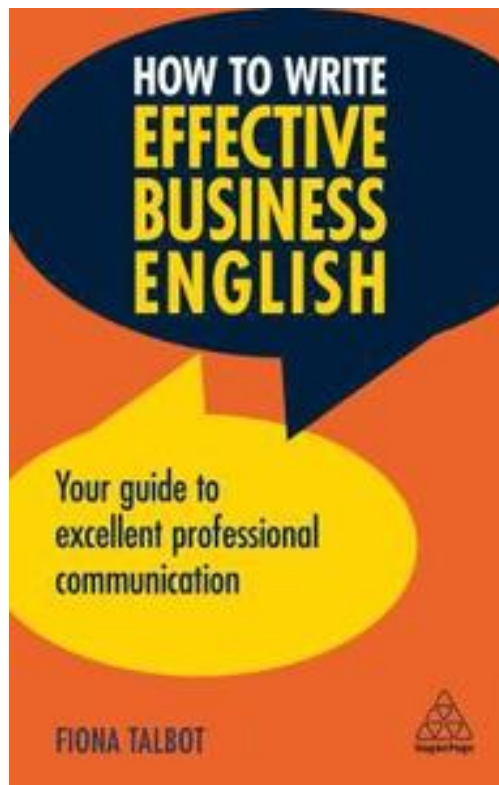


How to Write Effective Business English

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Fiona Talbot

How to Write Effective Business English Fiona Talbot boken PDF

Do you need a confidence boost in your workplace communication?

Whether you speak English as an additional language, or you're a native speaker looking to take your writing to the next level, *How to Write Effective Business English* provides easy to apply guidance on how to express yourself in writing clearly, concisely, and confidently. With case studies from companies such as Innocent and Virgin which demonstrate how English is used internationally in business, and ideas to help you get your communications right first time, this book is ideal for multinational companies where communication is a priority. For native English speakers, it may mean un-learning things you were taught at school and learning how to save time by getting to the point more quickly in emails; for intermediate English speakers, it focuses on the areas that are easy to get wrong. Author Fiona Talbot uses real international business scenarios to help you develop and apply your skills, and provide you with answers that even your boss might not know. You will learn a system to help you quickly and easily write emails, letters, social media content, CVs and more. Featuring sections on punctuation and grammar, checklists

to help you assess your progress, updated content on instant messaging and gender-neutral pronouns, and now with a new chapter on writing for different colleagues and co-workers, this third edition of How to Write Effective Business English will help you get your message across with impact.



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