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# Schaums Quick Guide To Great Business Writing

**Margaret Lucke**



## **Schaums Quick Guide To Great Business Writing:**

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the effect of style tone and the mechanics of writing and grammar This book is written for all kinds of readers particularly students and teachers involved in writing business letters for translation purposes in addition to executives small business owners secretaries and salespersons who are involved in cross cultural communication Because of its multifaceted nature this book serves not only as a practical and comprehensive guide to business correspondence but also as a tool that helps professionals write business letters and understand their counterparts within the contexts of other languages It provides various examples from Arabic English and French covering a wide range of situations and offers practical advice on wording content style and structure A list of business terms and their definitions is included at the end of this book to help readers understand their meaning and implications across cultures

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