



How to Write Business Documents in English: A Guide to Business Writing with Samples and Useful Phrases

Dr. Nina G. Dobrynina

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The training manual “How to write business documents in English” presents various types of business documents, such as notes, letters, ads, meeting programs, contracts, etc. 43 samples are attached to illustrate how they can be written. The book is aimed at business community: managers, lawyers, economists but it can also be successfully used by all those who need to write documents in English. The introduction discusses general peculiarities of business style, etiquette, rules. The subsequent sections include the topics: Note; Fax; E-mail Message; Letter; Promotion/Ad documents; Job documents; Meeting documents; Report; Presentation; Financial documents; Contracts; Transport documents. Most of these sections have a helpful subsection attached – ‘Useful Phrases and Vocabulary’ (over 300 expressions) that gives ready-to-use word combinations. The reference part covers punctuation rules, glossary (500 terms), abbreviations, resources, and further reading.

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