



# Business English: The Writing Skills You Need for Today's Workplace

*Andrea B. Geffner*

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## **Business English: The Writing Skills You Need for Today's Workplace**Andrea B. Geffner

This updated edition provides clear, concise instruction on every form of business writing, from traditional business letters, reports, and memos to e-mail 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. She follows up with good 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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