

## <<Business Writing for>>

### 图书基本信息

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### 内容概要

Business Writing for Hong Kong is intended for those who have professional reasons for writing in a business context. It is designed for both classroom and self-reference use.

This substantially revised edition of the book is arranged in two parts. The first part of the book is a reference guide to the basic of business writing, which contains advice about:

- \* Layout (the formats of business letters and faxes, memos, e-mail and reports)
- \* Language (business writing style, tone, grammar and vocabulary)
- \* Accuracy (spelling, punctuation and proofreading)

The second part of the book gives comprehensive practice in producing all of the common forms of business writing. These includes:

- \* Business letters and faxes
- \* Memos and e-mail
- \* Business reports
- \* Minutes
- \* Notices

This book contains:

- \* Models of different forms of business writing
- \* Analysis and advice on the language used in the models
- \* Contextualised writing exercises
- \* Answers to language and task exercises

A separate Teacher's Manual is also available with model answers to a selection of the business writing tasks.

"Business Writing for Hong Kong is the acknowledged standard book of its type in Hong Kong. The book is a must for anyone in Hong Kong who needs to write at work... If you have an interest in business writing, you should have a copy of this book." (The Language Key)

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