



How to Write Effective Business English: The Essential Toolkit for Composing Powerful Letters, E-mails and More, for Today's Business Needs (Better Business English)

By Fiona Talbot

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How to Write Effective Business English teaches the non-native reader how to create clear, concise messages and avoid verbosity. Assuming an intermediate knowledge of English, this book provides guidelines for further development, deals with real life scenarios and gives readers answers that even their bosses might not know.

Focusing on emails, letters, resumes or job applications, it gives readers an easy system for writing clearly, quickly and easily. It will also appeal to native English speakers who feel that their written business English needs practice.

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- Sales Rank: #1916988 in Books
- Brand: Brand: Kogan Page
- Published on: 2009-10-01
- Original language: English
- Number of items: 1
- Dimensions: 8.48" h x .48" w x 5.56" l, .44 pounds
- Binding: Paperback
- 160 pages

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Review

"When it comes to plain English in the business world, Fiona Talbot leaves nothing to speculation." Press Association Sept 2009

About the Author

Fiona Talbot runs TQI Word Power Skills, a Business Writing Skills consulting company. She runs workshops and delivers individual coaching at all levels in all sizes of business. In addition to writing articles for *Personnel Today*, *British Airways* and *CCF Magazine*, she is the author of the Better English series, published by Kogan Page. Visit her website: www.wordpowerskills.com.

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