



Business English: Writing in the Workplace (4th Edition)

Blanche Ettinger, Edda L. Perfetto

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Communication for the Workplace, 4th Edition focuses on the fundamentals of written communication within the context of workplace situations. This book discusses basic problems in written communication (good sentence structure, accurate punctuation, and effective mechanics and spelling) and encourages readers to develop their own writing skills. Using a hands-on, concise approach, it helps readers progress from a novice level of writing to a stage where they are confident in their communication skills. An abundance of business writing samples, activities and cases are included from a variety of fields such as banking, telecommunications, real estate, health care and more! Refresh readers' knowledge of basic English grammar and provide an easy-to-use reference for future writing activities. Contain over twenty exercises relating to specific composing deficiencies. Provide practice in areas that can be problematic, such as writing in complete thoughts, changing verb tense, and misplacing modifiers. Reinforce basic English skills by providing practice identifying and correcting sample memos, emails, reports and other business-related documents. Throughout the book, an abundance of business writing samples, activities and cases are highlighted and relate to a variety of fields such as banking, telecommunications, real estate, health care and more!



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