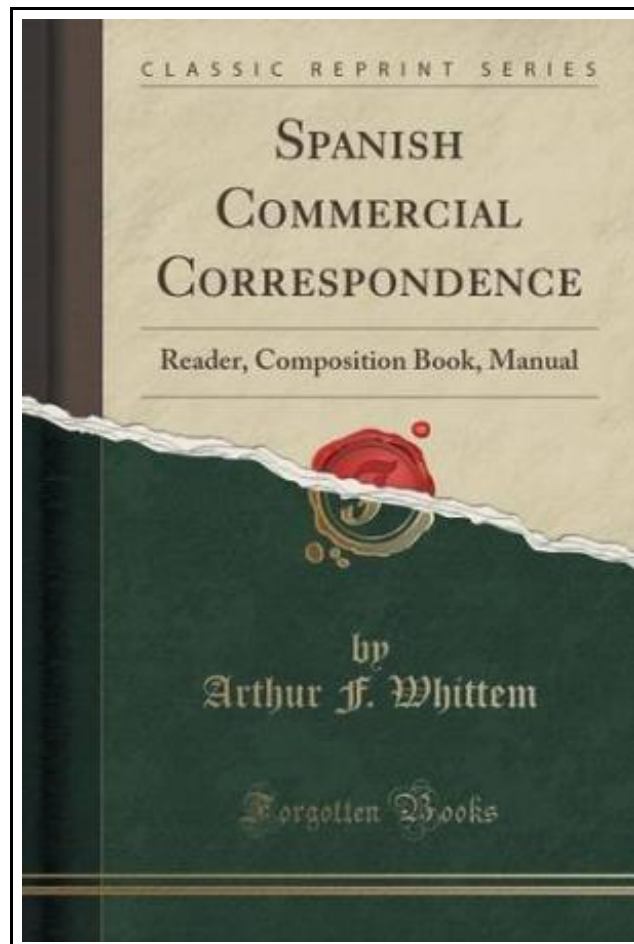


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Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: Spanish Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Excerpt from Spanish Commercial Correspondence: Reader, Composition Book, Manual A Prominent Spanish-American diplomat, addressing a convention of business men in New York, a few years ago, said that the first requisite for doing business in South America was the sending of clear, courteous letters in Spanish. Too often those sent from the United States were an unintelligible, even ridiculous hodge-podge of English construction and Spanish words. The present manual of Spanish Commercial Correspondence is intended for commercial and high schools, for colleges, and for business houses. Having had experience in handling the Spanish correspondence of various firms and in teaching American students, the editors have endeavored to simplify some of the difficulties of this subject. The Letters are genuine letters taken, with slight changes, from the files of business houses of Spain and Spanish America. In addition to the letters, the Formulae offer a large amount of material of a similar sort - extracts from letters - arranged under the topics most frequently treated in business: Orders, Forwarding, Discount, Credit, Payments, Complaints, Soliciting, Offers, etc. A glance at the Index will show the wide range of subjects treated. Much, preferably all, of this material - Letters and Formulae - should be read by the student before attempting to write any letters in Spanish. By constant reading he will acquire the turn of phrase and courteous tone characteristic of Spanish commercial correspondence. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the...

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