



foreign white-collar crash of English Writing master

By WU YING

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 336 Publisher: Petroleum Industry Press Pub. Date: 2009-01. evaluation criteria for a good book is what is practical enough - to meet your requirements! It provides what you want. nothing more. The popularity of English writing the book variety. but for the Business English Writing positioning a little. and mostly in English Writing. Business English. rather than as a focus. This book is tailored to different types of white-collar business English writing topics to help readers grasp the essence of business English writing. This book is divided into six parts. to build a white-collar workers needed to work life topics. The first part of individual instruments. mainly the work of individual job search and application of instruments. The second part of social instruments. involving invitations. thank you. apology letter. letter of congratulations. letters of recommendation. and other types of commonly used letter of condolence letters. The third part of administrative instruments include corporate executives frequently used notes. notices. memoranda. speeches. presentations. activities. programs. and so on. The fourth part is the marketing types of instruments. involving sales...



Reviews

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