

<<BUSINESS LETTER FOR >>

图书基本信息

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### 内容概要

This is a guide to British and American business correspondence.

Contains letter-writing exercises and example letters with comprehension questions. This work includes guidance and practice for letters covering topics such as payments, sales, orders, and more. It provides help with social letters that are important for business contacts, such as formal and informal invitations, congratulations, and more.

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