

Business English 11th Edition

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Designed to keep pace with current workplace needs and the emerging 21st century culture, this book offers a lively, accessible, and user-friendly alternative for those who dread the thought of barebones traditional grammar and communication instruction and its overkill of rules. Personalized by warmth, light humor, and inspiration, it focuses on the "real-world" English skills needed to get a good job, hold the job, and advance in a career -- i.e., how to write and speak Standard English for careers and to avoid noticeable errors. Features a reading level that assures accessibility for nearly anyone. Covers a full range of grammar topics and interweaves (into sample sentences, practice exercises, memos and letters, proofreading exercises, and tests) information on business practices, workplace cultural diversity, workplace ethics, human relations, workplace etiquette, the international marketplace, technology, or self-improvement. For anyone needing instruction in Standard English grammar and communication skills for the workplace.

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KEY BENEFIT: Designed to keep pace with current workplace needs and the emerging 21st century culture,

this book offers a lively, accessible, and user-friendly alternative for the many (including those with poor English skills) who dread the thought of barebones traditional grammar and communication instruction and its overkill of rules. KEY TOPICS: With a focus on real-world English skills that contribute to good workplace communication, this book emphasizes principles that reflect the oral and written communication of today's Standard English, as used by well-informed people. MARKET: For office managers, accountants, executives, office personnel department heads and sales people

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