



How to Write Effective Business English: The Essential Toolkit for Composing Powerful Letters, E-mails and More, for Today's Business Needs (Better Business English)

Fiona Talbot

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How to Write Effective Business English teaches the non-native reader how to create clear, concise messages and avoid verbosity. Assuming an intermediate knowledge of English, this book provides guidelines for further development, deals with real life scenarios and gives readers answers that even their bosses might not know.

Focusing on emails, letters, resumes or job applications, it gives readers an easy system for writing clearly, quickly and easily. It will also appeal to native English speakers who feel that their written business English needs practice.

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