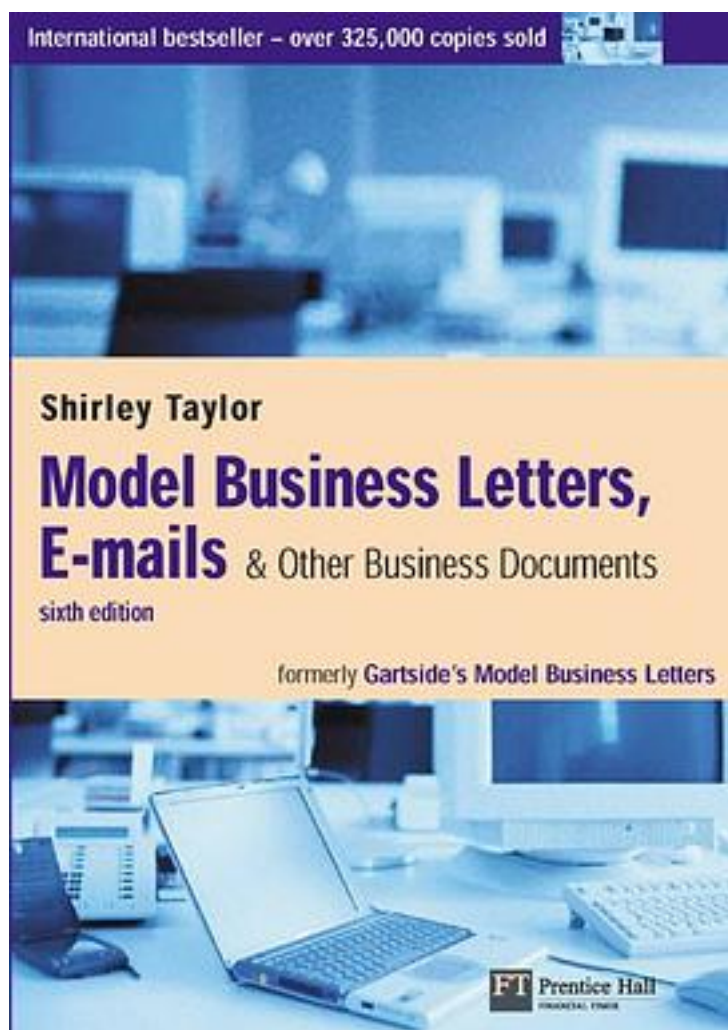


Model Business Letters, E-Mails, & Other Business Documents



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在线阅读本书

The global best-selling companion to the fundamentals of business correspondence. Over 350,000 copies sold! In business, communication counts. Clear and well-structured letters, documents and e-mails can deliver better results, with speed and accuracy. The words that you use, and the way that you present them, also send important signals about you and your business to your customers, colleagues and business partners. So make sure you're sending the right ones. Model Business Letters is a practical and comprehensive guide to help you get more value from your business communication. In this book you will find over 500 sample documents for a wide range of business situations, easy to use examples and practical advice on content, language and style. Model Business letters will help you to put the key rules of good business writing into action, and a framework for creating clear and effective business communication, including: How to present business documents correctly and clearly how to structure your communication for maximum results how to make your email work for you model examples for a range of business communication needs 100 top-tips for better business writing If you want your business to be a model of successful communication, Model Business Letters will be a valuable companion. Features Exceptional writing skills are vital in today's business environment speed is often the key to successful business negotiations and this means that managers often have to construct their own business documents on their desktop or laptop. This book speaks for itself as a bestselling title with all time sales of the 5th edition currently totalling over 77,000. Shirley Taylor is author of several popular, best-selling books; Communication for Business, Essential Communication Skills and Pocket Business Communicator.

作者介绍:

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标签

商务英语写作

英语

business

工作参考書

写作

English

英文原版

职场

评论

相比于几十年都不变的大学函电课本好太多，很多写作观点都很新，而且书里面有很多相当实用的模板

十分有帮助的工具书

语言明确，意思到位。外企必备。

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书评

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