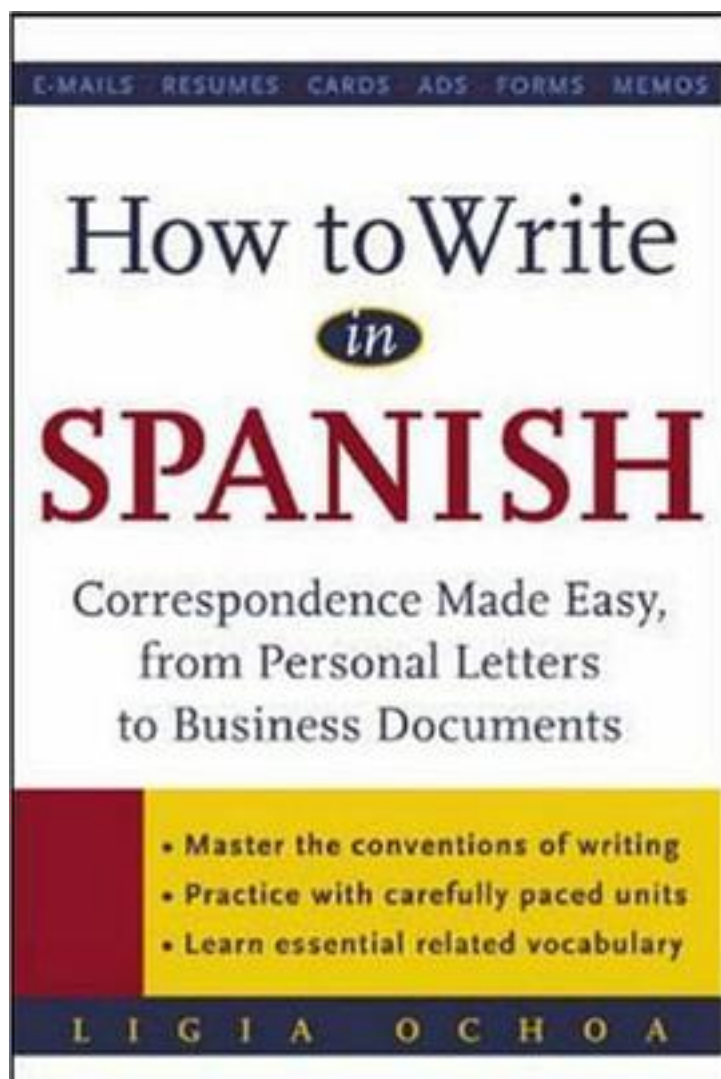


How to Write in Spanish



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This is your complete guide to writing Spanish-language documents. You have learned to communicate in Spanish but you still lack experience in writing the language. Whether you are planning to study in Mexico City, conducting business with a company in Madrid, or just sending an e-mail to a friend in Buenos Aires, you must familiarize yourself with the conventions used in the many different types of personal, professional, and academic documents you are likely to encounter. Emphasizing the challenges faced by non-native Spanish speakers, "How to Write in Spanish" provides you with the practical skills and confidence you need to write such Spanish-language documents as: applications and cover letters; curricula vitae; Business and bank documents; Personal and business e-mails; personal letters, greeting cards, and postcards; and, advertisements. Combining the features of a reference and a workbook, "How to Write in Spanish" is organized around eight concise, quick-study units, each of which provides clear English-language instructions, at least one example of each type of document, vocabulary guidelines, a checklist for common errors, numerous writing exercises, self-evaluations, and correction guidelines. "How to Write in Spanish" is an indispensable resource for Spanish-language learners and fluent speakers alike who want to expertly navigate their way through the Spanish-speaking world.

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