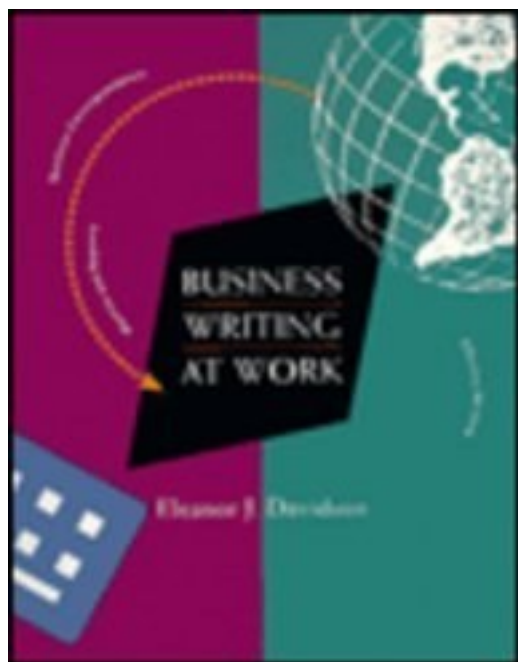


Business Writing at Work



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Business Writing at Work teaches the basics of business correspondence by having students work for a simulated company. They write the most common types of business correspondence used every day on the job. Because the tasks involve writing for various departments within the simulated company, students also learn how a typical company functions.

作者介绍:

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