



## Business English Writing real case

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paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 166 Publisher: People's Education Pub. Date :2010-01-01 version 1. Contents: PART ONE Business English Writing Introduction Unit 1 Business Writing Basics Business Writing Basics 1 Functions Function 2 Features Writing Features 3 The Writing Principle 4 The Writing Process principle of the writing process Unit 2 Common Problems in Business Writing Business English Writing FAQ 1 Misspelled Words misspelled 2 Wrong Use of Commas with 3 Irrelevant Information comma wrong information not related to 4 Wordy Expressions expression repetitious 5 Redundancy information redundancy 8 Abstract Expressions are too abstract 7 Negative Expressions expression to express a negative 8 Passive Voice abuse is too passive voice 9 Angry Words words radical 10 Chinglish Chinglish Unit 3 Useful Expressions in Business Writing Business Writing 1 Expressing Thanks expression commonly used to express his gratitude 2 Expressing Opinions expressed in comments 3 Making Suggestions recommendations 4 Discussing A Problem discussion 5 Discussing Benefits of A Plan to discuss the advantages of the program described in 6 Describing Actions Taken action 7 Announcing Attachments / Enclosure Accessories 8 Following Up inform...



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