

## *Business English The Writing Skills You Need For Today's*

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today more than ever before there is a realization that communicating properly especially in writing is essential for all the job aspirants as well as those employees budding managers and others eager to build up their career taking this scenario into account this book equips the reader with the ability to learn and enhance the writing skills in english from fundamentals of grammar to precis paragraph and essay writing this book dwells on all aspects of the language besides listing the words both new and old to enhance one's word power and the foreign words used in the english language divided into eight sections the book describes eight effective tools to master the art of writing the book begins with the basics of writing and it then goes to give a careful analysis of functional grammar vocabulary common errors committed and their rectifications finally the book showcases the intricacies of formal and informal writings and creative writing to make a learner proficient in these areas each section is supported with simple examples and easy to perform practice exercises along with their answers the book is intended for the undergraduate students both regular and correspondence courses of all universities and higher secondary plus 2 students of all boards the book will also be beneficial for the students appearing for the competitive examinations and interviews as well as for the general reader who wishes to improve his/her english writing skills

practical english writing skills this two part series helps students develop basic writing skills they need to succeed in school on the job or at home practical english writing skills include job applications cover letters requesting an interview essays bibliographies r[?] sum[?] s college applications outlines note taking and research papers

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this book is for students middle school and older with limited knowledge of english grammar it offers them a systematic approach to writing as they progress slowly and methodically with ample practice at each step along the way the book starts with the basics the difference between a word a sentence and a paragraph it teaches the difference between a paragraph and a list and how to distinguish complete and incomplete sentences

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write in style is aimed at all for whom clarity and accuracy of expression are important skills all the main styles and grammatical rules are covered their sense explained and vivid examples given of how not to write plenty of sound and meticulous advice is offered in a friendly and enthusiastic tone and a large part of the book covers specific types of writing from essays and articles to minutes and reportage the many illustrations examples and exercises throughout help the reader put into practice the techniques and skills the book explores

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