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Summary: Designed to accompany a guide which provides students and business people with numerous examples of English business correspondence, this workbook contains practice exercises on every aspect of letter-writing, from grammar and vocabulary to style and lay-out. Answers to exercises are provided.

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In spite of the few criticisms mentioned above, The Oxford Handbook of Commercial Correspondence is an excellent guide to writing effective business correspondence, richly illustrated

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with numerous sample correspondence models for writing emails, faxes, memos, reports, and CVs. An accompanying workbook is available for further practice,