



# Business English

*Andrea Geffner*

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## **Business English** Andrea Geffner

This updated edition provides clear, concise instruction on every form of business writing, from traditional business letters to e-mail and other electronic communications. Pointing out that effective business English begins with mastering grammar and sentence structure, the author presents a brush-up course on the basics of correct usage. Second to grammatical correctness, the biggest challenge in preparing business documents is achieving an appropriate business style that conveys the writer's message succinctly without resorting to stilted, overly formal language. The author advises on how to achieve a natural tone, and to avoid meaningless jargon. She follows up with good examples of model business letters, r sum s, employment letters, interoffice memos, news releases, and business reports. Additional features include exercises with answers and a glossary of business terms.

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