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Archipelago - Correspondence PDF

Tobi Ringeling



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OMSCHRIJVING

Archipelago - Correspondence 3e druk is een boek van Tobi Ringeling uitgegeven bij Noordhoff Uitgevers B.V.. ISBN 9789001817237 Correspondence deals with written communication for business purposes, focusing on writing concisely in a formal setting, with appropriate tone and style. This book includes the Campuz Creditcard with personal access to interactive support on the website of the book. In this third revised edition the degree of formality has been reduced, although not abandoned. The chapter on e-mail communication has received more attention and a more prominent place than before: it has been expanded and updated and is now included as chapter 3. The lay-out of this third edition has been revised completely and all chapters have been updated and expanded where necessary. Many sample sentences and constructions in Correspondence facilitate the composition of e-mail messages and letters, thus helping you to communicate effectively with business partners abroad. Correspondence contains theory, examples and many assignments. Suggested keys to these assignments can be found on the website coming with the book. In Archipelago Correspondence you will find chapters on: Principles of writing Layout and conventions E-mail Business letters Letters of application The book can be perfectly used for self-study. Noordhoff Campuz Card This edition provides you with a Noordhoff Campuz Card which provides access to complementary material. You will have one year access to many extras, for example exam questions, summaries, key word trainings and online lectures.

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