

# Download Business Correspondence A Guide To Everyday Writing 2nd Edition

Business Correspondence, Second Edition introduces adult ESL students to the proper formats and approaches to use in basic office communication. It offers students extensive contextualized practice, while extra grammar and punctuation exercises boost students' basic English skills. Business Correspondence : A Guide to Everyday Writing 2ND EDITION on Amazon.com. \*FREE\* shipping on qualifying offers. Business Correspondence : A Guide to Everyday Writing 2ND EDITION by Lin Lougheed. Longman, Inc., 2003 business correspondence. Activity 1: Have the students underline or circle the grammar point under discussion in letters throughout the chapter. Activity 2: Have the students write a sentence similar to the ones they have marked. Style Practices Purpose: Focus on common stylistic devices in business correspondence. Business Correspondence, Second Edition introduces adult ESL students to the proper formats and approaches to use in basic office communication. It offers students extensive contextualized practice, while extra grammar and punctuation exercises boost students' basic English skills.