



Manual of Business German: A Comprehensive Language Guide (Languages for Business)

Paul Hartley, Gertrud Robins

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Manual of Business German is the most comprehensive, single-volume reference handbook for students and professionals using foreign languages.

Designed for all users, no matter what level of language skill, it comprises five parts:

- * A 6000-word, two-way Glossary of the most useful business terms
- * A 100-page Written Communications section giving models of 50 letters, faxes and documents
- * An 80-page Spoken Situations section covering face-to-face and telephone situations
- * A short Reference Grammar outlining the major grammar features of German
- * A short Business Facts section covering essential information of the country or countries where German is used

Written by an experienced native and non-native speaker team, this unique volume is an essential, one-stop reference for all students and professionals studying or working in business and management where German is used.

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