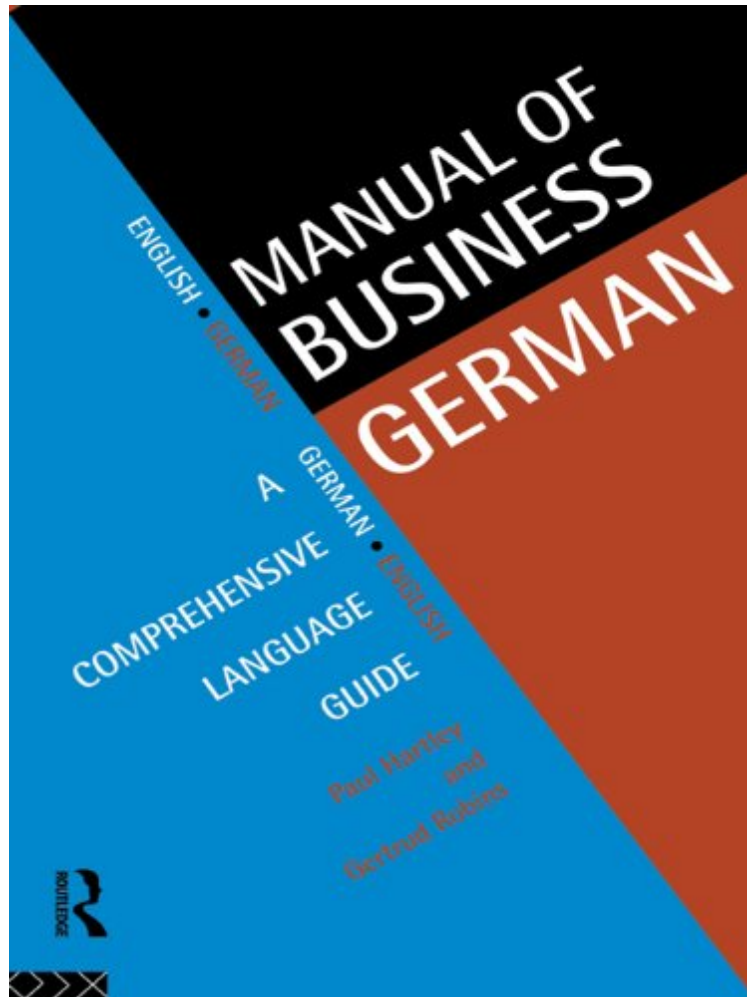


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## Manual of Business German: A Comprehensive Language Guide (Manuals of Business S)

Von Paul Hartley, Gertrud Robins  
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Von Paul Hartley, Gertrud Robins : Manual of Business German: A Comprehensive Language Guide (Manuals of Business S) before purchasing it in order to gage whether or not it would be worth my time, and all praised Manual of Business German: A Comprehensive Language Guide (Manuals of Business S):

KundenrezensionenHilfreichste Kundenrezensionen1 von 1 Kunden fanden die folgende Rezension hilfreich. Very good bookVon N7Examples of dialogues and letters for a broad spectrum of business situations are provided in both English and German. The reader can thus gain familiarity with German business terminology and the way in which it is used. A brief overview of German business practices and a business glossary (both German-English and English-

German) are included. I would recommend this book.

Kurzbeschreibung 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.

Synopsis This is a 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 volume is a one-stop reference for all students and professionals studying or working in business and management where German is used.