



German/English Business Correspondence: Geschäftskorrespondenz Deutsch/Englisch (Languages for Business)

Paul Hartley, Gertrud Robins

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German/English Business Correspondence is a handy reference and learning text for all who use written German. 80 written communications are simply presented covering memos, letters, faxes and resumes. The situations covered include:

- * arranging meetings
- * acknowledging orders
- * enquiring about products
- * applying for jobs

With full English translations, this text is suitable for both students and professionals and can be used for either reference or class use.

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