



Business English

Mary Ellen Guffey

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Business English gives students a wide-ranging review of the fundamentals of English grammar and usage, placing special emphasis on the language principles and applications that can cause communication problems in the business world. The book uses Mary Ellen Guffey's highly acclaimed three-level approach to teaching course concepts, which allows students and instructors to measure progress and see success as they progress from basic concepts to more complex language issues. It is intended for instructors who want a comprehensive business English book with extensive exercises for remediation. The new edition features increased emphasis on grammar and writing instruction, updated coverage of the Internet and office technologies, and more exercises for review and practice.

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