



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

By Paul Hartley, Gertrud Robins

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## Manual of Business German: A Comprehensive Language Guide (Languages for Business) By Paul Hartley, Gertrud Robins

*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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**Manual of Business German: A Comprehensive Language Guide (Languages for Business)** By Paul Hartley, Gertrud Robins **Bibliography**

- Sales Rank: #1172730 in Books
- Published on: 1996-02-03
- Original language: English
- Number of items: 1
- Dimensions: 9.21" h x .91" w x 6.14" l, 1.36 pounds
- Binding: Paperback
- 400 pages



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### Editorial Review

#### Review

*'The - Manual of Business German is a useful addition to in-house training programmes, open-learning centres or self-study. Furthermore, it would be a priceless supplementary resource book for anyone teaching business-oriented German courses.'*

#### From the Back Cover

This is book is the essential companion for all who use German for business communication!

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