



How to Easily Write Effective E-Mails in English (Paperback)

By Fiona E Campbell

Createspace, United States, 2013. Paperback. Book Condition: New. 255 x 202 mm. Language: English . Brand New Book ***** Print on Demand *****.Working at an international level often means having to communicate in a foreign language - how much difficulty and stress does this create in your daily life? Writing effective e-mails in our native language is challenging enough; the difficulty in another language is obviously magnified. The quantity of time we spend writing e-mails in a foreign language often exceeds the quality of the message we actually send. We all know that it takes twice as long, and even longer, to write something in another language, don't we? I know well, I can assure you, it is the same for me in Italian. No matter how fluent we are in a second language, we always worry about embarrassing ourselves and not giving our usual professional image when we communicate to our customers and business in a language that isn't ours. One of the most time-consuming, yet important, tasks that we have to do each day is to go through our inboxes that overflow with messages that require responses - urgent and non. Precious time is taken...



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