

3 key phrases - macmillan business & professional titles ... - email english 3 key phrases write an email using some key phrases from the unit in email english. some ideas are given below, but adapt and change them as you wish. **contents - business english ideas bank** - 6 basics 1 formal or informal? a first, read the information about email writing styles. it is helpful to think about three writing styles, although in real life the differences are not so clear. **16 common mistakes - macmillan business & professional ...** - email english 16 common mistakes you are going to look at the text from three emails that contain words which can often be confused. underline the correct or most appropriate word. **email vocabulary and collocations - english language (esl ...** - email vocabulary and collocations attach love from mr mrs miss ms sir sirs madam dear paragraphs memo note concern cc bcc best unfortunately, xxx **how to write emails - english for techies** - how to write emails symbols: = normal, standard, is always possible. = particularly friendly, respectively informal = particularly formal: rather used in business letters or faxes. **email english wb(final) qx 15/10/03 3:52 pm page 30 1 2 ...** - d the email below shows some original text introduced with a symbol, and some comments in italics . complete the email by writing one word in each gap. **business email exercise (pdf) - autoenglish** - autoenglish written by bob wilson ©robert clifford mcnair wilson 2008 business email exercise a match the uses in the box with the phrases in the table. **email writing - english language teaching home page** - email writing formal emails formal emails are similar to letters. writing to someone when you do not know the name: opening dear sir or madam dear sir / madam **the business - hkep** - email english p 68 telephone english p 68 aviation english p 71 the business pre-intermediate to advanced john allison, jeremy townend, paul emmerson, karen richardson, john sydes, marie kavanagh, rachel appleby and edward de chazal the next generation in business english the business is a stimulating, four-level course that provides an ...

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