



# Manual of Business French (Languages for Business)

*Nathalie McAndrew Cazorla, Stuart Williams*

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Manual of Business French is the most comprehensive, single-volume reference handbook for students and professionals using French.

Designed for all users, no matter what level of language skill, this manual 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 French
- \* A short Business Facts section covering essential information of the country or countries where French 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 French is used.

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