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Manual Of Business Italian: A Comprehensive Language Guide (Languages For Business)



Synopsis

Manual of Business Italian is the most comprehensive, single-volume reference handbook for students and professionals using Italian. 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 Italian * A short Business Facts section covering essential information of the country or countries where Italian 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 Italian is used

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Customer Reviews

it is quite nice book for Italian language learning, however, the big shortage is lack of audio materials, if the audio file could be attached, this book would benefit more to the Italian learner

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