

Manual De Contabilidad Para No Contadores Spanish Edition



BOOK DETAILS

- Author :
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BOOK SYNOPSIS

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

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