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Appendix 3 Instructional/Technical Passages that Overburden the Reader  
Appendix 4 A Portfolio of Bad News Letters; Appendix 5 An Internationalized Website Checklist; Index

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Sommario/riassunto

This handbook - for anyone who needs to write English correspondence for an international business audience - integrates the theory and controversies of intercultural communication with the practical skills of writing and editing English for those who read it as a second language.

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