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Sommario/riassunto

The aim of this paper is to analyse the usage of address forms in written professional communication in Brazilian Portuguese and Romanian. The corpus consists of two types of data, authentic workplace documents (especially from private companies) and templates from two recently published business correspondence textbooks in Romanian and Brazilian Portuguese. After comparing the textbook language against data from contemporary authentic letters or e-mails, I observed that on daily basis speakers tend to be less formal and prefer the T pronouns or the first name address in their interactions with

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