

1.	Record Nr.	UNISALENTO991003448639707536
	Autore	Hauptmann, Gerhart
	Titolo	L'isola della grande madre / Gerhart Hauptmann ; traduzione di Giuseppe Zamboni ; prefazione di Curt Sigmar Gutkind
	Pubbl/distr/stampa	Firenze : Le Monnier, stampa 1926
	Descrizione fisica	XXI, 263 p. ; 21 cm
	Collana	Nuova collezione di romanzi
	Altri autori (Persone)	Gutkind, Curt Sigmar Zamboni, Giuseppe
	Disciplina	833.912
	Lingua di pubblicazione	Italiano
	Formato	Materiale a stampa
	Livello bibliografico	Monografia
2.	Record Nr.	UNINA9910298549003321
	Autore	Wallwork Adrian
	Titolo	Email and Commercial Correspondence : A Guide to Professional English / / by Adrian Wallwork
	Pubbl/distr/stampa	New York, NY : , : Springer New York : , : Imprint : Springer, , 2014
	ISBN	1-4939-0635-6
	Edizione	[1st ed. 2014.]
	Descrizione fisica	1 online resource (170 p.)
	Collana	Guides to Professional English
	Disciplina	808.042802465
	Soggetti	Success in business Occupations Popular works Careers in Business and Management Popular Science, general
	Lingua di pubblicazione	Inglese
	Formato	Materiale a stampa
	Livello bibliografico	Monografia
	Note generali	Includes index.

Email Addresses -- Subject Lines -- Initial Salutations -- Introductions and Final Salutations -- Making Requests -- Replying to Requests -- Chasing and Being Chased -- Reviewing Documents -- Ensuring Better Communication By Using a Soft Approach -- Recognizing Level of Formality -- Punctuation and Capitalization -- Sending Attachments -- Business Letters -- Planning and Structuring, Avoiding Mistakes in Your English -- Abbreviations, Acronyms and Smileys -- Useful Phrases: Generic -- Useful Phrases: Commercial.

If you write emails and letters as part of your work, then this book is for you. By applying the suggested guidelines, you will stand a much greater chance of getting the desired reply to your emails in the shortest time possible. Some of the key guidelines covered include: Write meaningful subject lines - otherwise recipients may not even open your mail. Always put the most important point in the first line - otherwise the reader may not read it. Be concise and only mention what is truly relevant. Write the minimum amount possible - you will also make fewer mistakes! Be a little too formal than too informal - you don't want to offend anyone. If you have two long important things to say, say them in separate emails. Give clear instructions and reasonable deadlines. If you need people to cooperate with you, it is essential to highlight the benefits for them of cooperating with you. Empathize with your recipient's busy workload. Never translate typical phrases literally - learn equivalent phrases. The book concludes with a chapter of useful phrases. There is also a brief introduction for trainers on how to teach Business / Commercial English. Adrian Wallwork is the author of over 30 books aimed at helping non-native English speakers to communicate more effectively in English. He has published 13 books with Springer Science+Business Media. Other books in this Professional English series: CVs, Resumes, and LinkedIn User Guides, Manuals, and Technical Writing Meetings, Negotiations, and Socializing Presentations, Demos, and Training Sessions Telephone and Helpdesk Skills.