

**Business English: Writing In The Global Workplace**  
**By Dona Young**

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This handout provides overviews and examples of how to use tone in business writing. This includes considering the audience and purpose for writing.

<https://owl.english.purdue.edu/owl/resource/652/1/>

Business English is English language especially related to international trade. It is a part of English for Specific Purposes and can be considered a specialism

[https://en.m.wikipedia.org/wiki/Business\\_English](https://en.m.wikipedia.org/wiki/Business_English)

Business English writing skills practice with practical guides to writing business letters, resumes and a wide variety of commercial documents in a variety of English

<http://esl.about.com/od/businessenglishwriting/>

About Us. Dona J. Young. Business English: Writing for the Global Workplace,

<http://youngcommunication.com/about-us/>

"Business English: Writing for the Global Workplace" includes all of the essentials of a traditional Business English text and more: its unique approach enhances its

[https://www.saxo.com/dk/business-english\\_dona-young\\_hardback\\_9780073545424](https://www.saxo.com/dk/business-english_dona-young_hardback_9780073545424)

View Dona Young's business profile and see work history, affiliations and more.

<http://www.zoominfo.com/p/Dona-Young/1173669378>

Dona Young is president of The Writer s Foundations of Business Communication: An Business English: Writing in the Global Workplace

[http://www.illinoisauthors.org/authors/Dona\\_J\\_Young](http://www.illinoisauthors.org/authors/Dona_J_Young)

Business English courses provide language instruction and training in business communication, including business correspondence, negotiations, formal pr

<http://sites.udel.edu/eli/programs/iep/tracks/business/>

Addressing A Letter to Two People; Conventional Letter Salutations in English; Five Obfuscating Business Verbs; Starting a Business Letter with Dear Mr.

<http://www.dailywritingtips.com/category/business-writing/>

Writing. At the moment we have one writing section, Writing for a Purpose, which will help you with academic writing if you have to write assignments in English for

<http://learnenglish.britishcouncil.org/en/writing>

You've probably noticed that emails are taking over traditional letters in the business world. Sooner or later, you may have to write a few professional English

<http://www.englishtown.com/community/Channels/article.aspx?articleName=184-email>

View Dona Young's professional profile on The Business Writing Workshop and Writing Effective Business English: Writing for the Global Workplace, 2008. Author

<https://www.linkedin.com/pub/dona-young/4/787/51a>

Tips and examples of effective business email writing. Just follow these steps and start writing amazing emails to your colleagues and clients. Read more!

<http://www.myenglishteacher.eu/blog/7-simple-steps-to-improve-business-email-writing-skills-in-english/>

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<http://www.businessenglishonline.net/>

Book Summary of Business English Business English: Writing for the Global Workplace takes the approach that local language has value in informal environments with

<http://www.rkmdelhi.org/library-news/new-book-business-english-by-dona-young/>

Business English: Writing for the Global Workplace (Instructors Manual) by Dona J Young, 9780073291949, available at Book Depository with free delivery worldwide.

<http://www.bookdepository.com/Business-English-Dona-Young/9780073291949>

There are some situations in which writing a letter is more appropriate than writing an email. If you need a permanent record of what you are writing, or if you are

<http://www.english-at-home.com/business/writing-a-business-letter/>

Business English: Writing in the Workplace (4th Edition) [Blanche Ettinger, Edda L. Peretto] on Amazon.com. \*FREE\* shipping on qualifying offers.

<http://www.amazon.com/Business-English-Writing-Workplace-Edition/dp/0131565702>

All business material should be written in a professional way which means that it should be clear, concise, and formal. Avoid technical jargon that only industry

<http://www.englishgrammar.org/business-writing-tips/>

Bli först att betygs tta och recensera boken Foundations of Business Communication.

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Summary: Business English: Writing for the Global Workplace takes the approach that local language has value in informal environments with Business English being the

<http://www.textbooks.com/Business-English-08-Edition/9780073545424/Dona-Young.php>

The Mechanics of Writing by Dona J Young Foundations of Business Communication: Business English: Writing for the Global Workplace

<http://www.alibris.com/The-Mechanics-of-Writing-Dona-J-Young/book/11401786>

A Guide for Business Writing: Dona Young is a teacher, Writer's Toolkit Publishing, 2008; Business English: Writing for the Global Workplace,

<http://www.amazon.es/Guide-Business-Writing-Learn-Edit-Clarify/dp/1461006112>

Business English - Writing in the Global Workplace (Hardcover) / Author: Dona Young ; 9780073545424 ; Books

<http://www.loot.co.za/product/dona-young-business-english/vgpt-392-g660>

My success was not just because of hard work. Porter Gale, author of Your Network is Your Net Worth, in a Forbes interview, revealed that much of her success

<http://www.englishgrammar.org/effective-business-writing/>

A Guide for Business Writing: Dona Young is a teacher, Writer's Toolkit Publishing, 2008; Business English: Writing for the Global Workplace,

<http://www.amazon.it/Guide-Business-Writing-Write-Clarify/dp/1461006112>

Dona Young is the author of Foundations of Business Communication Creative Writing; People;

[http://www.goodreads.com/author/show/844105.Dona\\_Young](http://www.goodreads.com/author/show/844105.Dona_Young)

This course is aimed at professional people who wish to write effective Business English. This very practical course, using a stimulating interactive approach, looks <http://www.stgeorges.co.uk/english-courses/business-english/writing-course>