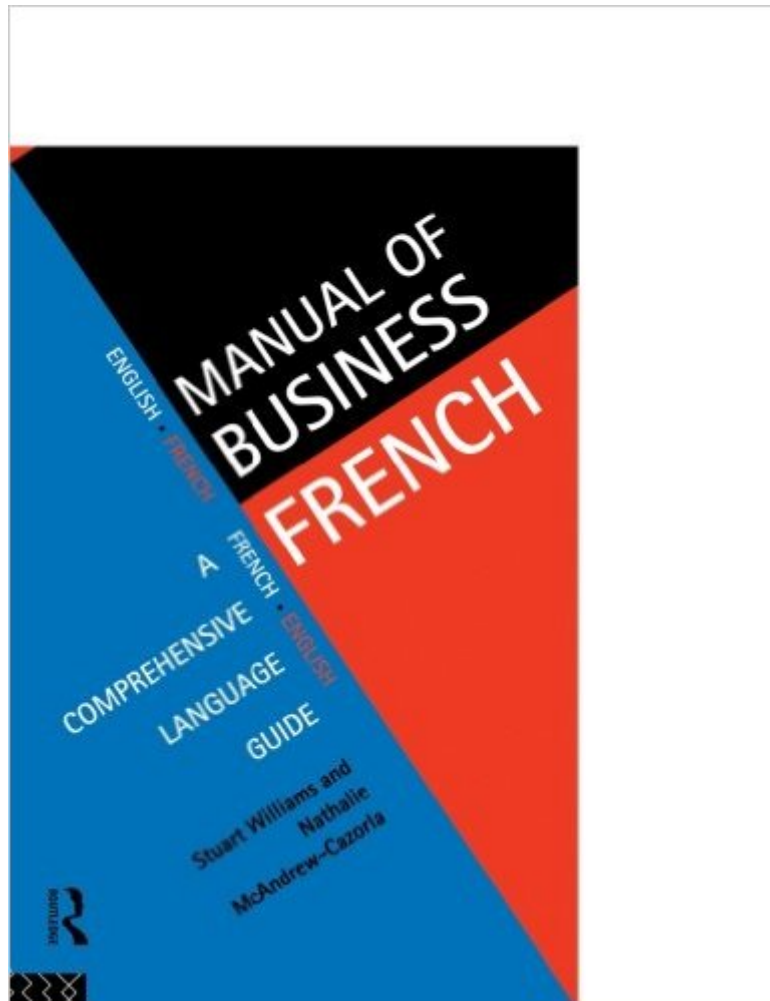


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# Manual Of Business French (Languages For Business)



## Synopsis

Manual of Business French is the most comprehensive, single-volume reference handbook for students and professionals using French. Designed for all users, no matter what level of language skill, this manual 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 French \* A short Business Facts section covering essential information of the country or countries where French 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 French is used.

## Book Information

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## Customer Reviews

Routledge's Manual of Business French provides an excellent resource for both oral and written communication in a wide variety of business situations. The dialogues are particularly useful for contextual expressions and pronunciation practice.

I like the examples in the book in English and French. The glossary is also very useful. Other books can cost a fortune , but this one is reasonable and still offers plenty of information.

it could be perfect if one had the spoken situation in French on a CD.

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