Basic knowledge courseware for English business le



contents

日录

- Overview of English Business Letters
- The Language Characteristics of English Business Letters
- Writing Skills for English Business Letters



contents

目录

Common types and examples of English business letters
Common problems and precautions in English business letters 01

Overview of English Business Letters

Definition and characteristics



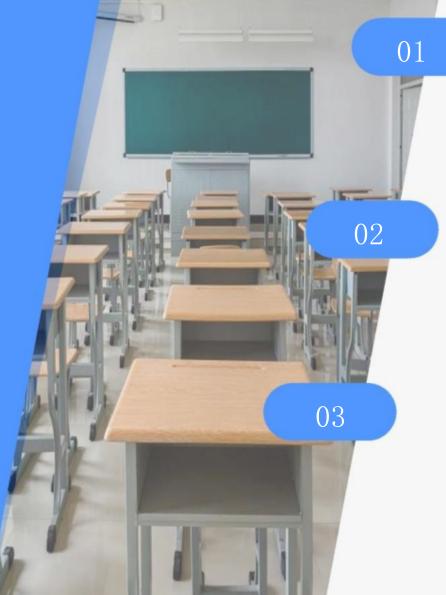
Definition

An English business letter is a formal communication written in the English language, used to conduct business transactions with another party

Characteristics

Business letters are stylishly well structured, policy, and consensus, using formal language and accurate grammar They should clearly communicate the purpose of the response

The Importance of Business Letters



Documenting transactions

Business letters serve as official records of business transactions, agreements, or communications

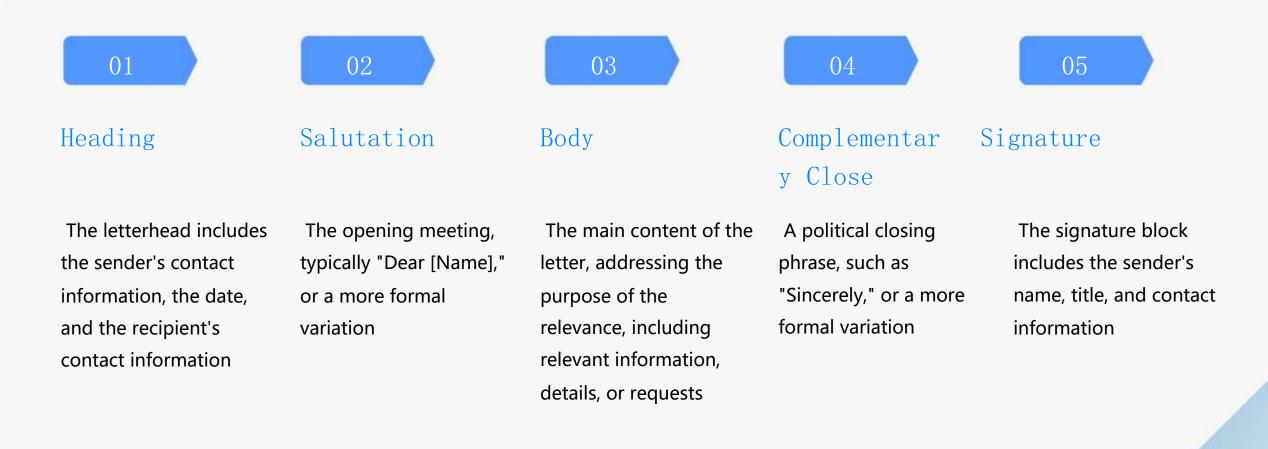
Building relationships

Well written business letters can be established or strengthened professional relationships between parties

Compliance and legal objectives

Business letters may be required for compliance with legal or regulatory requirements, and can provide evidence in case of disputes

The Format and Structure of Business Letters



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The Language **Characteristics of English Business** Letters

Style of language

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Formal and personal

English business letters are written in a formal and personal style, using referential language to maintain professionalism and distance

Direct and to the point

English business letters are consistent and to the point, avoiding excessive wordiness or ambiguity

Clear and structured

English business letters are organized in a clear and structured manual, with a defined introduction, body, and conclusion

Vocabulary selection



Precision and technical

English business letters use precision and technical vocabulary to communicate complex ideas accurately and effectively

Average colloquialism

English business letters should avoid colloquialism and casual language to maintain a formal tone

Use industry specific terms

English business letters should use industry specific terms to demonstrate knowledge and family with the subject matter

Grammar and Spelling

Correct grammar

English business letters should have correct grammar, avoiding grammatical errors or colloquial expressions

Proofreading

It is important to proofread the letter for any spelling or graphical errors before sending it out



The tense and voice used in English business letters should be consistent throughout the document

Pole language and formality

Use policy language

English business letters should use policy language to persuade attention and policy to the recipient



Salutations

The sale should be tailed to the recipient, using appropriate titles and last names



Forms of address The correct forms of address should be used when addressing the recipient, such as "Dear Sir/Madam" or "To Who It May Concern"

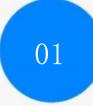


03

Writing Skills for English Business Letters

Clear and explicit expression





Use simple and clear language

Average using complex vocabulary and long senses to ensure that the message is easily understood



03

Be specific

Provide specific details and examples to illustrate your point clearly

Organize information logically

Arrange your ideas in a logical order to make it easier for the reader to follow 以上内容仅为本文档的试下载部分,为可阅读页数的一半内容。如要下载或阅读全文,请访问: <u>https://d.book118.com/967130024034006113</u>