



Academic Writing for International Students of Business

Stephen Bailey

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Academic Writing for International Students of Business is the first book specially designed to assist overseas students studying Business or Economics courses in English. Most courses expect students to complete a variety of writing tasks as part of their assessment, such as essays, reports and projects. For many students these can be a major concern, but this book explains the writing process from start to finish and practises all the key writing skills.

Academic Writing for International Students of Business is clearly organised and can be used either with a teacher or for self-study. It is divided into four main parts:

- the Writing Process, from assessing sources to proof-reading the completed work
- elements of Writing, practising such skills as giving definitions and examples
- accuracy in Writing, with 15 units on areas from abbreviations to verb tenses
- writing models, which illustrate emails, CVs, reports and longer essays.

This pattern makes it easy for teachers or students to find the help they need with writing tasks. All the units include extensive practice exercises, and a full answer key is included. All the material has been thoroughly tested and revised.

This is an up-to-date course which reflects the interests and issues of contemporary Business studies. Critical reading, avoiding plagiarism and working in groups are dealt with in detail. This practical and easy-to-use guide will help students planning to progress onto a career with international companies or organisations, where proficiency in written English is an important asset.

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