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Business Correspondence Letters Faxes And Memos
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email vis-à-vis letters, memos and faxes in the globalised workplace, the purposes and characteristics of these text types, and the challenges that Hong Kong professionals experience when writing business correspondence in a second language. The article argues that the traditional foci of business English courses (letters, memos, faxes) are

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Types of business correspondence by ellita - Issuu
The 5 most common types of business correspondence include internal correspondence, external correspondence, sales correspondence, personalized correspondence, and circulars. 1. Internal Correspondence. Internal correspondence is a written communication between the employees, units, departments, and branches of the same organization.