

Professional Writing

Aimed at adults studying for or working in professional fields, this coursebook is designed for students of English at an intermediate level or above.

The book's eight units progress from skills necessary for writing explanations and instructions to the more complex skills of writing publicity material. Business proposal and job applications.

Most tasks in professional life depend on information drawn from a variety of spoken, written or diagrammatic sources. Used with the cassette, this book practises the skills of reading, listening and interpreting data with the aim of producing a written report, letter or proposal.

The language review sections concentrate on the grammar. Vocabulary and other linguistic features characteristic of particular modes of writing.

