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## english@office: Best practices, models and exercises for your business-english-skills

You've probably experienced that several times in business and on holidays: English is the language that helps you make yourself understood. English is the magic key for all occasions, also in your own country: More and more Germans do need English in their daily international business, e.g. when they are corresponding with their business partners or colleagues from other subsidiaries of their own company. For non native speakers it is not always easy to communicate, although their language skills are on a solid level. But for sending a message with colours, impact and clarity or to understand the humor and the idioms of your counterpart there is more to know about a language than only grammar and vocabulary.

This special edition will help Personal Assistants to refresh their English Skills on job related topics. The issues are selected especially for Secretaries and Management Assistants.

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