



## Spanish Commercial Correspondence: Reader, Composition Book, Manual (Classic Reprint)

By Arthur F Whitem

Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: Spanish Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Excerpt from Spanish Commercial Correspondence: Reader, Composition Book, Manual A Prominent Spanish-American diplomat, addressing a convention of business men in New York, a few years ago, said that the first requisite for doing business in South America was the sending of clear, courteous letters in Spanish. Too often those sent from the United States were an unintelligible, even ridiculous hodge-podge of English construction and Spanish words. The present manual of Spanish Commercial C!correspondence is intended for commercial and high schools, for colleges, and for business houses. Having had experience in handling the Spanish correspondence of various firms and in teaching American students, the editors have endeavored to simplify some of the difficulties of this subject. The Letters are genuine letters taken, with slight changes, from the files of business houses of Spain and Spanish America. In addition to the letters, the Formulae offer a large amount of material of a similar sort - extracts from letters - arranged under the topics most frequently treated in business: Orders, Forwarding, Discount, Credit, Payments, Complaints, Soliciting, Offers, etc. A glance at...



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