

image not found or type unknown



In our ever-evolving world, written business communication skills are more important than ever. And since the world language of international relations is recognized as English, written business communication in English is one of the main requirements of a modern specialist.

Written business communication differs from other types of business communication in that it takes place in writing. In addition, it is in the field of written business communication, as in no other field, that such a specific feature of the business communication process as regularity, i.e. subordination to established restrictions, which are determined by national and cultural traditions, as well as professional ethical principles, is clearly manifested. Thus, we can't apply the rules of Russian business communication to other languages in any way.

The skills necessary for conducting business correspondence are among the basic skills of a specialist of any profile, without which he can't exist today in the labor market. Both of these factors prove the need to train specialists in the skills of conducting written business communication.

### **Written business English**

Business letters in English are written according to clear rules. In today's global world, the ability to write business letters in English is becoming critically important. There are clear rules for conducting business correspondence in English. In the upper right corner, you place your banking details, just below the left, write the details of the addressee, if this letter is sent by regular mail.

A few rules for "correct" electronic correspondence with English-speaking business partners:

1. Don't write long, confusing emails. Long letters do not give the correspondent a chance to understand the essence of the issue. Therefore, editing the finished letter is a mandatory stage of work, which will help to avoid misunderstandings and confusion. Re-read the text and make sure that there are no two-digit phrases or sentences in it.
2. Do not allow yourself to be ironic in your letters. This is bordering on rude. In business correspondence, such liberties as witticisms are absolutely not allowed. But even if you

allow sharp phrases, then finish the sentence with a smiley face ;), which will tell the recipient that you should not take your words seriously.

3. Also, do not use abbreviations in a business letter, such as WBR (With best regards) or others. Although in a long friendly correspondence, this is quite acceptable.

4. In a business letter in English, you should not play with formatting and use a color or non-standard font.

I myself took the Unified State Exam in English in the 11th grade and I still remember the list of standard letter contents that my tutor gave me:

1. Reminder of last meeting/ previous email

2. Reasons for writing the letter

3. Request

4. Good news message

5. Reporting bad news

6. Gratitude

7. Apologies

8. Additional questions

9. Reminder of a future meeting

10. Closing remarks

## **Conclusion**

In my opinion, English plays an important role in business and international communication. Business English gives us the opportunity to expand our horizons, realize our interest in the subject, test our professional orientation and establish ourselves in the choice we have made. Knowledge of business communication skills is essential for future business people. Therefore, I believe that we all still have a lot to learn in order not to get lost in our professional activities in the future. You should not treat the study of the language superficially, because the modern world requires an employee to speak several foreign languages.