



How to Write in Spanish : Correspondence Made Easy, From Personal Letters to Business Documents

Ligia Ochoa

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Emphasizing the challenges faced by nonnative Spanish speakers, *How to Write in Spanish* instructs Spanish learners--from advanced beginners to fluent speakers--in the conventions used in writing common Spanish-language documents, including resumes and curricula vitae; official forms and documents; college, job, and housing applications; business correspondence; personal letters; E-mail; and even greeting cards and postcards.

Combining the features of a reference and workbook, it provides a sample of each type of document, vocabulary hints, a checklist for common errors, and dozens of writing exercises, selfevaluations, and correction guidelines.



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