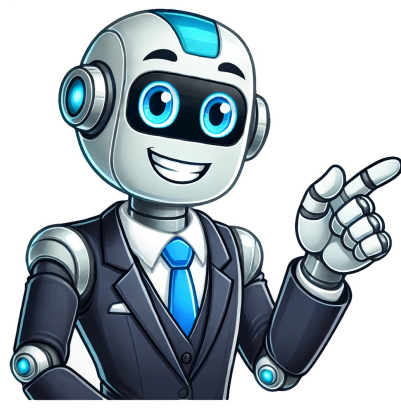


I'm not a robot





































Dear all, I've always used the phrase "business trip" when employees of a company travel to another country for professional reasons. Would some of you use "work trip" instead? Thanks! They are interchangeable in meaning. 'Business trip' sounds slightly more formal/official and would probably be used in official communications about the trip. 'Work trip' is likely to be used informally when talking amongst colleagues/friends. But the difference is not as strict as that both could be used in either context. A "work trip" to me (in BE) = noun + noun = a trip associated with work. However, I think that the attributive noun is not sufficiently clear, and I don't think I would say "work trip". ShaggyVinny - you should give a full sentence and some context - the phrase is on the margins of being ambiguous and the context, as always, is vital. There is 'a working trip' used in contrast and contradiction to a pleasure trip and usually indicates that the journey will involve work.A: I start my trip to Bangkok on Tuesday."B: "That will be fabulous - bring back the photos!A: "It's not that sort of a trip - it's a working trip - we stop off at about 10 cities to test the water for chemical pollution." There is a 'work's trip' - this is a pleasure trip organised for or by the workers in one specific firm. A: "I will call at your house on Tuesday."B: "Don't do that! I am going on the work's trip on Tuesday - everyone in the office is going to Dublin to see the sights and drink Guinness!"The Google Ngram for business trip,work trip,pleasure trip is very informative: CLICK ME My AE thoughts:Work trip could be used but it would be in a more casual conversation, and if the conversation was that casual you probably wouldn't use trip at all.+ I'm heading out of town tomorrow.- You doing something fun?+ No, it's a work trip. + I'm heading out of town tomorrow.- You doing something fun?+ No, it's for work. Thank you very much for your thoughts! When writing english business letters, which is the corrcet abbreviation of "attention". I reckon it must be either "att" or "atn". I've always used "att", but fear that it might be a calque introduced from danish. Thank you. You're close: Attn. In a business letter, though, you're usually better off avoiding abbreviations, and some style guides recommend leaving 'attention' out entirely. Where were you going to put it?We would sometimes be asked specifically to mark something for the attention of XXXXX, so that it escapes from the normal jumble of mail-sorting and gets to the recipient directly. Such items are always addressed FAO Mr Brown, much to my amusement. Hello Everyone,Can someone please tell me what the acronym Att: stands for when it is used in emails and is immediately followed by the recipient's name. Example: Att: John PhillipsThanks in advance Att: is not an acronym, it's an abbreviation. It does indeed mean "Attention:" (The British are likely to say "FTAO" - For the attention of" Usually it's written as "attn./Attn." "Attn" (or one of the other versions) is used when you send mail to a company, but you think a specific person is the right person to read it. This form of addressing makes it clear that it is business mail, not personal mail. If that person is not available - perhaps he has left the company, perhaps she just began a two-month trek through Nepal - another person can open the letter without fear of reading anything private. In AE it is properly written on envelopes as the first line of the address block. (formerly seen several lines below the return address, left-aligned with it) It is normally written with a colon: Attn: John Smith In a business letter itself, it would appear thus: Attention: (or Attn: ) John Smith (or Attention:/Attn: Sales department) Dear Mr. Smith: I think in the US, we would never do that. I subscribe to the pwmeek style. Not my style. I have (up until yesterday) put it on the second line as Andycg showed. It was research for this thread that taught me better. I had to completely rewrite my first draft of the post. As the US Postal Service says: from top to the bottom you go from the smallest to the largest. So, the "Attn:" line goes at the top.Side note: It is important for the City State Zip line to be the bottom-most, and for it to be formatted "City, ST 12345-6789" and have nothing below it, as this is what the automatic scanners are looking for. If a person has to enter the Zip Code by hand (or worse, enter the city and state by hand to look up the Zip Code) it can add a day or two to delivery time. The PO would prefer ALL CAPS (whether typed or hand-written), but realizes that there would be a lot of resistance to this, as people much prefer the usual combination of upper and lower-case letters. When writing english business letters, which is the corrcet abbreviation of "attention". I reckon it must be either "att" or "atn". I've always used "att", but fear that it might be a calque introduced from danish.Thank you. In another forum, I saw suggestion that will be properly use ATT. for attachment and ATTS. for Attachments . After Reading all previous post and because I don't want to mix attention and attachment, I will probably stick to: Attn. /attn. or Attention: for attention ( Canada, US) , FTAO or Attn: for UK ATT. attachment Atts. attachments \_Enc . Enclosures Attachment: [Monthly Market Research], Enclosures: (10), Atts.: (5 pages) or Encl: For your eyes only." >> >\_

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