

<<英语4>>

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内容概要

《英语4（非英语专业专科用）（第2版）》以培养学生的实用涉外交际能力为主旨，围绕实用涉外交际话题编写，学完一个话题学生即能学会围绕该话题进行简短的实用英语口语和书面交际。本书共有10个单元，内容涉及传真、私人信函、求职、留学生、职业经理人、会议、道歉信、欢迎辞、欢送辞等。该书可供各类成人高等院校非英语专业专科学生使用。

书籍目录

UNIT 1 E-mail and Internet Integrated Skills Development Passage Seniors Find Fun on Web Applied Writing Fax (传真) Grammar Focus Non-restrictive Attributive Clause (非限制性定语从句) Merry Learning Words & Phrases

UNIT 2 Personal Selling Integrated Skills Development Passage Selling Styles Applied Writing Envelope and Business Letter Layout (信封及公函格式) Grammar Focus Relative Pronouns (关系代词) : whom and whose Merry Learning Words & Phrases

UNIT 3 Job Hunting Integrated Skills Development Passage Fruitful Interview Applied Writing Resume (个人简历) Grammar Focus Subjunctive Mood (虚拟语气) Merry Learning Words & Phrases

UNIT 4 Overseas Students Integrated Skills Development Passage Au Pair Applied Writing Letter of Application (求职信) Grammar Focus V.+ to do & V.+ doing (V.+ to do和V.+doing的区别) Merry Learning Words & Phrases

UNIT 5 A Manager Is Wanted Integrated Skills Development Passage Managers in Need Applied Writing Advertisements (广告) Grammar Focus Participial Absolute Structures (分词独立结构) Merry Learning Words & Phrases Test One

UNIT 6 We Need Retraining Integrated Skills Development Passage Improve Communication Skills Applied Writing Contract of Employment (聘用合同) Grammar Focus Antecedent It (1) (先行代词it作形式宾语) Merry Learning Words & Phrases

UNIT 7 Conference Integrated Skills Development Passage The Knowledge Economy Is Coming Applied Writing Conference Invitation (会议邀请函) Grammar Focus Antecedent It (2) (先行代词it作形式宾语) Merry Learning Words & Phrases

UNIT 8 Making an Apology Integrated Skills Development Passage Addressing the First-Name Custom Applied Writing Letter of Thanks and Letter of Apology (感谢信与道歉信) Grammar Focus Emphasis and Omission (强调和省略) Merry Learning Words & Phrases

UNIT 9 Welcoming Integrated Skills Development Passage Culture Shock Applied Writing Welcoming Speech (欢迎辞) Grammar Focus "As" Clause (AS引导的从句) Merry Learning Words & Phrases

UNIT 10 Saying Goodbye Integrated Skills Development Passage A Beginning and an End Applied Writing Farewell Speech (欢送辞) Grammar Focus Inversion (倒装) Merry Learning Words & Phrases Test Two Vocabulary Phrases

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