

<<商务写作技巧>>

图书基本信息

书名：<<商务写作技巧>>

13位ISBN编号：9787115182173

10位ISBN编号：7115182175

出版时间：2008-8

出版时间：人民邮电出版社

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页数：210

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内容概要

这是一本不谈任何理论而集中从微观层面关注和介绍沟通技能与技巧训练的实用书。旨在帮助从事商务活动的人士，提高在写作中用英语有效沟通的技能。

本书分为四大部分，分别从写作前的准备、写作主体的构成要素、写作中的常见问题、写作范文的实例等方面对所需技巧进行了概括总结。

并真正地做到图文并茂、深入浅出、即学即用！

这绝对是一本可以使读者花费最少的时间与精力却能获得出乎意料收获的好书。

本书的主要读者对象是初入职场、急需用英语提高商务写作技能的人士，对于学习外贸、商务英语等相关专业的学生亦是十分适用的。

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