<<工作中的英语写作>>

图书基本信息

书名：<<工作中的英语写作>>

13位ISBN编号：9787115260901

10位ISBN编号：7115260907

出版时间：2011-9

出版时间：人民邮电出版社

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页数：376

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内容概要

本书是一本实用的商务写作入门教材，也是有关职业的写作指导用书，旨在帮助学习者掌握和提升工作中写作的主要技能和交流技巧。
作为精要版，内容时新、重点突出、精炼扼要、简明实用是其主要特色。

本书分为三篇十章，涵盖了工作中各个领域的写作技能：从受众分析和商业伦理，到日渐复杂的商务文件，再到工作中的演讲和简历的制作等。
本书充分体现出了时代性、多样性和国际性。
不仅提供了当下最流行的沟通技术——互联网、电子邮件、计算机图形、演示软件、博客、电子文档等，还从全球市场的角度讲述了如何面向外国读者写作的内容。

本书篇幅适中，理论与实务兼备，简明实用，适合用作商务写作等课程的全英语教学和双语教学教材。
作为一般培训教材及自学参考书，本书也是想提高写作技能的职场人士的极佳选择。

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