

<<实用商贸英语>>

图书基本信息

书名：<<实用商贸英语>>

13位ISBN编号：9787306036568

10位ISBN编号：7306036564

出版时间：2010-5

出版时间：中山大学出版社

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页数：189

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### 内容概要

本书从系统的商贸基本概念和惯用表达在商务环境中的应用入手，系统地介绍了商务实用基础知识，并为致力于提高英语交流水平的人士提供了职场上必备的英语书信写作技巧和口头报告常用表达及句型，旨在帮助商务英语学习者和工作者能够以更加高效的方法学习商务知识，增加自身商务交流实践能力，并同时提高英语水平。

全书由16个单元组成，各单元间互相联系，由浅入深、循序渐进地引导学习者了解职场基本概念和商贸运营操作过程。

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