

<<职场实用英文写作>>

图书基本信息

书名：<<职场实用英文写作>>

13位ISBN编号：9787502627959

10位ISBN编号：7502627952

出版时间：2008-3

出版时间：中国计量出版社

作者：程贵清，张伟编著

页数：339

字数：290000

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

<<职场实用英文写作>>

内容概要

该书是为大中专和本科院校在校学生，及在外企公司工作和打拼的普通职员与成功白领们而专门编写的。

本书包涵25个单元，分别精选了25种常用职场英文信函，每一种都详细介绍了写作常用的词汇、语句和段落及写作时需注意的事项，并且给出了范文，以便大家学习和模仿。

读者可在短时间内准确掌握具体信函的写作技巧，使工作和学习变的更加自信和成功。

书籍目录

Elements of a LettersLetter FormatsEffective Letter WritingUnit 1 ResumesUnit 2 Letters of ApplicationUnit 3 Cover LettersUnit 4 Letters Dealing with EmploymentUnit 5 Sales LettersUnit 6 Faxed LettersUnit 7 Follow-up lettersUnit 8 Fundraising LettersUnit 9 Letters Dealing with OrdersUnit 10 MemosUnit 11 Letters of InstructionsUnit 12 Letters of IntroductionUnit 13 ComplaintsUnit 14 Letters of AdjustmentUnit 15 Letters That Serve as ContractsUnit 16 Requests and InquiriesUnit 17 Query LettersUnit 18 Letters to the EditorUnit 19 References and RecommendationsUnit 20 Reports and ProposalsUnit 21 Letters of AppreciationUnit 22 Letters of Welcome Unit 23 Letters about CreditUnit 24 Collection LettersUnit 25 E-mail

章节摘录

§ Enclosed is an Agreement and Release between you and Lakely Associates , which gives the terms of the settlement for the redevelopment of your well. When you sign the Agreement and present written proof of the adjudication of the well to Lakely Associates , we will send you a check for the agreed-upon amount. § Our check for \$15 , 223. 92 is enclosed and constitutes full payment for all items listed on Invoice #68-331982. Thank you for your help in getting the airconditioners to us so quickly. § Today I am shipping approximately one square foot each of 0.090 to 0. 100 inch thick sheets of Fe-3% Si (hot-rolled) and IF (niobium-containing interstitial-free; hot-rolled , one sheet , cold-rolled , one sheet). The rolling direction is marked on each sheet.

§ I am currently employed in an engineering environment by a large independent transportation firm , but I am interested in making a career change into the investment/ financial services field. I have recently obtained my CFP designation and hope to find a position as a broker trainee. I am enclosing my resume for your review and consideration for such a position. § Enclosed is the complete report on the foreign language survey conducted last fall. Vice-presidents and personnel directors of one hundred of the nation's largest corporations were asked which foreign language would be most important for a successful business career during the next twenty years , The results may surprise you. § Thank you for your interest in Griffiths Collar and Shirt Company. I'm enclosing a packet of materials that will describe our range of products and services. I will call you next week to see if you have any questions and to discuss how we might be of help to you. You are , of course , always welcome to visit our offices and factory here in Lycurgus.

<<职场实用英文写作>>

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>