

<<商务英语写作>>

图书基本信息

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### 内容概要

《商务英语写作》教程注重技能训练，针对性和通用性相结合、真实性与时效性相结合。教材内容按实际操作提供大量实例，让学习者通过范例熟悉该文本的写作，总结出其核心模式和常用术语及套语。

书籍目录

Part One Business Correspondence Unit 1 Basic Principles of Business Correspondence Unit 2 Principles of Reports Unit 3 Selecting A Project Unit 4 Carrying Out the Project Unit 5 Establishment of Business Relations & Finance and Credit Enquiry Unit 6 Enquiry Unit 7 Offer and Counter Offer Unit 8 Orders and Their Fulfillment Unit 9 Payment Terms Unit 10 Packing Unit 11 Insurance Unit 12 Shipment Unit 13 Agency Unit 14 Complaints and Adjustments Unit 15 Foreign Economic Contract in Writing Part Two Social Correspondence Unit 1 Invitation Letter Unit 2 Letters of Gratitude Unit 3 Letter of Apology Unit 4 Letters of Congratulations Unit 5 Letters of Sympathy/Condolence Unit 6 Letters of Recommendation Part Three Letters Dealing with Employment Unit 1 Letters of Application Unit 2 Resume ANNEX Specimen Business Projects Keys to Exercises Part One Business Correspondence Part Two Social Correspondence Part Three Letters Dealing with Employment Bibliography

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