

<<商务英语函电>>

图书基本信息

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内容概要

本书能理论联系实际，比如在付款条件、商品包装和信用证的应用等章节，都有简明扼要的理论分析，让读者对有关事实和做法既知其然，亦能知其所以然。

在商务传真（Fax）与电子邮件（E-mail）写作方面，既详细介绍这种最现代化的电子通信方式的应用知识，又准确地描述它们的特点和特有的写作规格，尤其是对电子邮件的文稿组织，作了深入细致的分析。

与课文配套的练习题是选用大量国际商务活动最新的资料和实例编写而成，以帮助学习者学会掌握这门现代化的通信技巧，使本书具有更强的时代感。

它还特辟了一章（第19章），对主要的外贸单证如商业单据、金融单证、官方单证以及其他有关单证如“船长收据”“不列入黑名单证明”等，作归纳、回应式的说明，以加深读者对外贸单据、单证的理解。

是一本便捷的业务工具书。

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