

<<商务英语写作.第2册>>

图书基本信息

书名：<<商务英语写作.第2册>>

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作者：张春柏

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内容概要

《商务英语系列教材：商务英语写作（2）》分为两大部分：一部分为商务文件的写作，包括一般的商务信函，如推销信、询问信、订货信、投诉信等；另一部分为公司内部的报告和合同等，其中合同部分有一些英汉对照的样本，供学生学习参考。另外，本套教材还配有丰富多样的练习及参考答案。

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书籍目录

Lesson 1 Elements of a Good Business Letter 1. What Is a Good Business Letter? 2. The Layout of a Business Letter 3. Addressing the Envelope 4. Telefax and E-mail Exercises

Lesson 2 Promotion Communications 1. What Is a Good Sales Letter? 2. Selling a Product 3. Selling a Service 4. More Samples Exercises

Lesson 3 Request Letters 1. What Is an Effective Request Letter? 2. Requesting Detailed Information about an Advertised Product 3. Requesting Information about the Availability of a Product 4. Requesting Information about an Advertised Service 5. Requesting Information about Discounts 6. More Samples Exercises

Lesson 4 Response Letters 1. Responding to Requests for Detailed Information about an Advertised Product 2. Responding to Requests for Information about an Advertised Service 3. Responding to Requests for Information about the Availability of a Product or Service 4. More Samples Exercises

Lesson 5 Special Request Letters 1. Asking for an Appointment 2. Asking for Advice 3. Asking for Free Products 4. Requesting Reproduction Privileges for Commercial Use 5. More Samples Exercises

Lesson 6 Responding to Special Request Letters 1. Responding to a Request for an Appointment 2. Responding to a Request for Advice 3. Responding to a Request for Free Products 4. Responding to a Request for Reproduction Privileges for Commercial Use 5. More Samples Exercises

Lesson 7 Letters From Customers to Suppliers (I) 1. Placing an Order 2. Cancelling an Order 3. Thanking a Supplier for Service 4. Complaining about Unsatisfactory Service or Product 5. More Samples Exercises

Lesson 8 Letters form Suppliers to Customers (I) Lesson 9 Letters From Customers to Suppliers (II) Lesson 10 Letters form Suppliers to Customers (II) Lesson 11 Collection Letters Lesson 12 Interoffice Letters (Memorandums) Lesson 13 Employment Communications Lesson 14 Business Invitations and Responses Lesson 15 The Writing of Advertisements Lesson 16 Classification and Structure of Business Reports Lesson 17 Procedures of Writing a Forma Business Report Lesson 18 Business Contracts Keys to the Exercises

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