

<<管理英语>>

图书基本信息

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## <<管理英语>>

### 内容概要

专门用途英语系列教材是教育部规划的高等学校（包括高等专科院校和高等职业院校）专业英语阶段的英语教材，也可供电大、各类成人院校及广大专业人员学习专业英语、提高涉外业务交际能力使用。

《管理英语（第2版）》是该系列教材之一，本书从专业人员的实际工作需要出发进行设计和编写。选材新颖、结构合理、内容丰富、语言规范；练习兼具实用性和针对性。

全书由10个单元组成，每单元包括专业文献阅读与翻译、涉外业务应用文模拟套写和专业会话三部分。

书后附有练习参考答案和课文参考译文。

本书书后附MP3，且配有录音磁带。

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编辑推荐

《普通高等教育“十五”国家级规划教材管理英语》构思独特、实用性强，尤其突出了管理相关专业涉外业务的实际需要；选材新颖、点面结合、内容丰富、语言规范；练习也兼具实用性和针对性。为便于学习，各单元每一部分均注有生词和短语，书末还附有总词表。

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