

<<实用商务英语写作>>

图书基本信息

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内容概要

本书将求职写作、日常办公写作、商务报告、合同协议、商务社交信函、外贸函电、电子沟通等各种可能遇到的国际商务写作任务全面融合，既介绍写作理论知识、业务技巧，又提供例证；书中总结出标准模式、范文、常用词汇和句型，并配有很有操作性的技巧训练，同时编入合同及各种单证。

本书可作为大专院校相关专业商务英语写作教材，也可作为从事商贸工作人员的参考用书及商务英语等级考试的指导用书。

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