

<<应用英语综合能力实训>>

图书基本信息

书名：<<应用英语综合能力实训>>

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### 内容概要

本教材共有五个部分，主要内容有：第一部分为听和说(Listening and Speaking)，分五个章节。

其内容包括：1)日常生活，2)公共关系，3)外贸事务，4)商务洽谈，5)商务会展。

该部分重视语言共性教学，训练应用英语的口语和听说技能。

第二部分为写作(Writing)，分三个章节。

该部分结合专业，强调实用文体模拟写作方面的训练。

其内容包括：1)个人事务写作训练，包括简历、申请信、名片等；2)一般商务公文写作训练，包括便条、通知、报告、邀请函、证明信、感谢信、道歉信、备忘录、会议记录、图表等日常商务写作内容；3)商务事务写作，包括广告、建立业务关系、推荐信、询盘和报盘、订购、支付条款、投诉与调解等商务往来的信函写作。

第三、四部分为翻译(口译和笔译)(Interpretation and Written Translation)，共六个章节。

其内容包括：交际对话、礼仪用语、信用用语、商务用语等。

第五部分为商务同声打字(Business Audio Typing)。

包括各种业务文字快速录入。

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