

<<实用英语写作>>

图书基本信息

书名：<<实用英语写作>>

13位ISBN编号：9787313047717

10位ISBN编号：7313047711

出版时间：2007-6

出版时间：上海交大

作者：冯修文

页数：283

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

<<实用英语写作>>

内容概要

本教材的编写从交际原则出发,强调实用性,突出各类英语文书的写作特点,强调通俗易懂、简明完整、清楚正确的写作风格和原则。

本教材的特点是突出对学生的能力培养和创新教育,加大技能训练,而不是简单的写作模仿训练。在内容安排上,用简洁明了的英语介绍每种文书的写作特点和技巧、基本要求和应用场景,每种文书编排一至三篇样本,并对样本中的语言难点和重点、常用表达进行精辟的讲解和分析,加强学生对每种文书写作的理解和应用,最后用不同形式的练习加以巩固,特别是写作练习能很好地帮助学生学以致用。

全书共八章,三十六节。

本书适用于高职高专文秘专业、商务英语、旅游管理、工商管理、国际经济与贸易等专业的教学及秘书专业的培训,也可供国际交流和文秘从业人员自学参考。

书籍目录

Chapter Essentials and Formats of Business Writing (商务信函的写作要素与信函格式) Section One Essentials of Business Writing (商务信函写作要素) Section Two Formats (信函格式) Section Three The Envelope (信封) Chapter Work Documents (涉外工作文书) Section One Meeting Arrangements (会议安排) Section Two Business Trip Arrangements (出差安排) Section Three Reports (报告) Section Four Plans and Conclusions (计划及总结) Section Five Meeting Minutes (会议记录) Section Six Memorandum (备忘录) Chapter Ceremonial Documents (涉外礼仪文书) Section One Letters of Thanks (感谢信) Section Two Letters of Congratulations (贺信) Section Three Letters of Apology (道歉信) Section Four Letters of Sympathy (慰问信) Chapter 1V Exchange Documents (涉外交往文书) Section One Letters of Inquiry (咨询函) Section Two Letters of Appointment (约见函) Section Three Letters of Application (申请函) Section Four Letters of Invitation (邀请函) Section Five Letters of Complaint (投诉函) Chapter V Human Resources Management Documents (人力资源管理文书) Section One Recruitment (招聘) Section Two Application Letters and Resumes (求职信及简历) Section Three Reply (答复) Section Four Resignation (辞职) Section Five Termination of Employment (解聘) Section Six Internal Transfers (内部调任) Chapter Business Documents (涉外商务文书) Section One Establishing Business Relations (建立贸易关系) Section Two Enquiries, Offers and Counter-offers (询价、报盘及还盘) Section Three Orders and Contracts (订单及合同) Section Four Terms of Payment (支付条款) Section Five Insurance and Shipment (保险及装运) Chapter Legal Documents (涉外法律文书) Section One Notary Public (公证书) Section Two Power of Attorney (授权委托书) Section Three Settlement Agreements (和解协议书) Section Four Complaints, Defenses and Counterclaims (诉讼与答辩反诉状) Chapter Travel Documents (涉外旅游文书) Section One Travel Reception (旅游接待) Section Two Hotel Service (酒店服务) Section Three Travel Agreement (旅游协议书) Section Four Travel Contract (旅游合同) Appendix Contracts & Documents (合同与单证) Appendix Keys to Exercises (练习参考答案) Appendix Chinese Version of Specimens (样本参考译文) Bibliography (参考文献)

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>