## <<涉外英文函电>>

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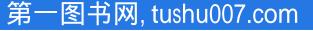
#### 内容概要

内容提要 本书根据商务公司涉外工作的性质、任务和工作范 围,收集各种类型的函电近百封。 每种类型的函电都有 说明和写作提示。 为了便于读者自学,每章均有生词和 短语注释,最后还有写作练习。 为了使部分对国际商务 知识了解甚少的读者能够顺利地阅读本书,本书每章均 辟有"拓宽国际商务知识"栏。 本书语言规范,由浅入 深,选材多为90年代欧美等国的最新版本材料,或国外 友人赠送的材料。 书后附有大量附录资料,以便读者使 用。 本书适合于"涉外文秘"专业和经济管理各专业学 生使用,也适合于有志于从事秘书工作的读者阅读。 本 书对广大从事国际商务工作的外销员有极高的参考价值, 是一本不可多得的资料手册。



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