

<<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：9787562929741

10位ISBN编号：7562929742

出版时间：2009-8

出版时间：武汉理工大学出版社

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页数：99

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### 内容概要

本教材让学生从分析实际范例入手，系统介绍各种文体的写作特点及方法技巧，然后理论联系实际，让学生完成一系列有针对性的练习，将写作技能应用到写作实践中去，写作内容不仅涵盖了高职高专学生毕业后所需的商务报告、商务计划、感谢信、邀请信、投诉信，还涵盖了学生毕业前所需掌握的个人简历、求职信等。

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