

<<国际商务英语函电辅导用书>>

图书基本信息

书名：<<国际商务英语函电辅导用书>>

13位ISBN编号：9787566303998

10位ISBN编号：7566303996

出版时间：2012-8

出版时间：对外经济贸易大学出版社

作者：吴雯 编

页数：172

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>

## <<国际商务英语函电辅导用书>>

### 内容概要

作为教材《国际商务英语函电》的辅导用书，《21世纪高校商务英语专业系列规划教材：国际商务英语函电辅导用书》对每章相关的基础知识进行了补充，帮助读者消化、理解教材中所涉及的专业知识、写作方法和技巧。

本书每章由以下部分组成：背景（简介信函内容与国际贸易知识）、补充注释、课文译文、习题答案、实训练习。

实训练习帮助学生进行实际操作，加强动手能力，对提高学生业务知识和语言运用能力大有帮助。

书籍目录

Module English Correspondence Basics for International BusinessChapter English Correspondence Basics for International BusinessKey to ExercisesModule Establishing Business RelationsChapter Establishing Business RelationsLesson 1 About UsKey to ExercisesLesson 2 Self-introductionKey to ExercisesLesson 3 (A) A First Inquiry(B) Reply to the AboveKey to ExercisesKey to Skill TrainingModule Business NegotiationsChapter Inquiry and ReplyLesson 4 (A) General Inquiry(B) Reply to the AboveKey to ExercisesLesson 5 An Order InquiryKey to ExercisesLesson 6 (A) Status Inquiry(B) Reply to the AboveKey to ExercisesKey to Skill TrainingChapter Samples and ChargesLesson 7(A) Ask for Samples(B) Reply to the AboveKey to ExercisesLesson 8(A) Refusing to Pay Sample Charges(B) Reply to the AboveKey to ExercisesLesson 9(A) Sending Samples(B) Sending Duplicate SamplesKey to ExercisesKey to Skill TrainingChapter Offers and Counter-offersLesson 10 A Firm OfferKey to ExercisesLesson 11(A) A Counter-offer(B) Reply to the AboveKey to ExercisesLesson 12 (A) New Price for Repeat Order(B) Reply to the AboveKey to ExercisesKey to Skill TrainingModule Execution of ContractsChapter Order and ContractsLesson 13 A Purchase OrderKey to ExercisesLesson 14 (A) Partial Acceptance of an Order(B) Reply to the AboveKey to ExercisesLesson 15 (A) Sending a Sales Confirmation(B) Counter-Signature LetterKey to ExercisesKey to Skill TrainingChapter PaymentLesson 16(A) Asking for Payment by T/T(B) Confirming Payment by T/TKey to ExercisesLesson 17 Declining Payment by 60 Days L/CKey to ExercisesLesson 18 (A) Asking for Easier Payment(B) Reply to the AboveModule Documents.....2003年外销员考试试卷2003年外销员考试试卷部分答案

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>