

<<英语应用文写作教程>>

图书基本信息

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### 内容概要

本书由14个单元组成，其内容涵盖了常见的各类应用文，如：书信、通知、便条、证书、海报、简历、卡片、备忘录、日记、传真、合同、广告、说明书等，共73种，不但涉及范围广，而且适应性强。每单元分别采用“写作梗概+实例+常用句型或词汇+配套练习”的形式编排。

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