

<<新编商务英语写作（第2册）>>

图书基本信息

书名：<<新编商务英语写作（第2册）>>

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## 前言

《商务英语写作（1）、（2）》自2000年8月初版以来，在不少学校用了多轮，广大专家和读者对本书提出了许多宝贵的批评和建议。

这些批评和建议，集中到一点，就是本书的语言有些偏难，学生不易理解。

据此，我们对本书进行了修订。

《商务英语写作（2）》的体例基本上没有什么变化。

所作的修改可用“一减一增”来概括。

“一减”是减掉了原来较为晦涩难懂的说明和例句，由于篇幅关系，每课后面的Moresamples部分则一概删掉，而增加的则是少量中文说明。

限于原书的框架，没有对本书做伤筋动骨的“改造”。

所以，本书远没有改到“面目全非”的地步。

本教材的教学目标也没有改变，所以教师可以按既定的教学计划实施教学。

相信本新编版能更加贴近高等职业学校、高等专科学校和成人高等学校英语专业的实际，更加方便广大师生的教学。

当然，由于种种限制，本书远远没有达到理想的程度。

事实上，任何修订都可能引起新的问题。

因此，我们热切地希望广大专家和读者对本书提出新的批评和建议，以便我们进一步改进。

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### 内容概要

《新编商务英语写作2》为“新编商务英语系列丛书”之一。  
第1册为“基础英语写作”，该册内容涵盖选词、造句、段落的写作以及各类体裁文章的写作。  
第2册为“商务英语写作”，内容分为商务文件的写作和公司内部的报告和合同写作等。  
本教材适用于商务英语专业的学生。

书籍目录

Unit 1 Elements of a Good Business Letter1 What Is a Good Business Letter?2 The Layout of a Business LetterExercisesUnit 2 Promotion Communications1 What Is a Good Sales Letter?2 Selling a Product3 Selling a ServiceExercisesUnit 3 Request Letters1 What Is an Effective Request Letter?2 Requesting Detailed Information About an Advertised Product3 Requesting Information About Availability of a Product4 Requesting Information About an Advertised Service5 Requesting Information About DiscountsExercisesUnit 4 Response Letters1 Responding to Requests for Detailed Information About an Advertised Product2 Responding to Requests for Information About an Advertised Service3 Responding to Requests for Information About the Availability of a Product or ServiceExercisesUnit 5 Special Request Letters1 Asking for an Appointment2 Asking for Advice3 Asking for Free Products4 Requesting Reproduction Franchise for Commercial UseExercisesUnit 6 Responding to Special Request Letters1 Responding to Requests for an Appointment2 Responding to Requests for Advice3 Responding to Requests for Free Products4 Responding to Requests for Reproduction Privileges for Commercial UseExercisesUnit 7 Letters from Customers to Suppliers ( I ) 1 Placing an Order2 Canceling an Order3 Thanking a Supplier for Service4 Complaining About Unsatisfactory Services or ProductsExercisesUnit 8 Letters from Suppliers to Customers ( II ) 1 Informing a Customer About the Shipment of Goods2 Informing a Customer That You Are Unable to Fill His Order3 Thanking a Customer for an Order4 Expressing Gratitude for Support5 Explaining/Apoloising for ProblemsExercisesUnit 9 Letters from Customers to Suppliers ( ) 1 Asking for Permission to Return Purchased Goods2 Asking for Easier Payment TermsExercisesUnit 10 Letters from Suppliers to Customers ( ) 1 Responding to Requests for Permission to Return Purchased2 Responding to Requests Concerning Payment DiscountExercisesUnit 11 Collection Letters1 Elements of Persuasion in Collection Letters2 Types of Collection LettersExercisesUnit 12 Interoffice Letters ( Memorandums ) 1 Formal and Informal Memorandums2 Request, Confirmation, and Procedural MemorandumsExercisesUnit 13 Employment Communications1 Writing Job Application Letters2 Writing Resumes3 Writing to Job Applicants4 Accepting and Declining a Job OfferExercisesUnit 14 Business Invitation and Responses1 Writing an Invitation2 Making Responses to InvitationsExercisesUnit 15 The Writing of Advertisements1 Advertising and English Advertisements2 Linguistic Features of Advertising English3 Practice of CopywritingExercisesUnit 16 Classification and Structure of Business Reports1 Classification of Business Reports2 Basic Elements and Structure of Business ReportsExercisesUnit 17 Procedures of Writing a Formal Business Report1 Determining and Defining the Topic2 Collecting Data3 Presenting Findings and Analysing the Report Problem4 Presenting a Conclusion5 Making Recommendations and Anticipating Effects6 Writing Style7 Different Types of Business ReportsExercisesUnit 18 Business Contracts1 Types of Business Contracts2 General Principles in Writing and Understanding a Business Contract3 Components of a Business Contract4 Relevant Laws5 Stylistic Features of Business Contracts6 A Sample of a ContractExercisesKeys

章节摘录

1. 2. 3 Leasing Contract ( 租赁合同 ) Under a leasing contract , the owner of a property , or lessor ( 出租人 ) , gives the exclusive ( 独家的 , 专有的 ) right of the use of that property to someone else , the lessee ( 承租人 ) . But the ownership of the leased property never passes from the lessor to the lessee . ( 出租财产的所有权并未从出租人转移至承租人。 )

) In leasing contracts , the primary object is the lease of the property . Some contracts provide the lessee with all option ( 选择权 ) to buy the property concerned . An option to buy the leased property must be agreed upon in advance . This type of arrangement is being increasingly used when very expensive equipment is involved , such as aircraft and ships .

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