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<<商务英语写作>>

图书基本信息

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内容概要

《商务英语写作》（第二版）是普通高等教育“十一五”国家级规划教材——商务英语系列教材之一。
该系列教材为商务英语专业、英语专业商务方向以及商科相关专业英语课程提供了比较完整的、成体系的教学资源。
本书将写作知识、写作技能与实际的商务活动有机结合，为学生提供了大量范文，着重提高学生的商务写作能力。
本教材针对学习者的实际需要，选用了大量商务写作范例，配备了多样的写作实践练习。
本书分为6个部分——商务写作概述、商务信函、商务报告、宣传材料、演示和合同。

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