

<<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：9787313047717

10位ISBN编号：7313047711

出版时间：2007-6

出版时间：上海交大

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页数：283

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内容概要

本教材的编写从交际原则出发, 强调实用性, 突出各类英语文书的写作特点, 强调通俗易懂、简明完整、清楚正确的写作风格和原则。

本教材的特点是突出对学生的能力培养和创新教育, 加大技能训练, 而不是简单的写作模仿训练。在内容安排上, 用简洁明了的英语介绍每种文书的写作特点和技巧、基本要求和应用场景, 每种文书编排一至三篇样本, 并对样本中的语言难点和重点、常用表达进行精辟的讲解和分析, 加强学生对每种文书写作的理解 and 应用, 最后用不同形式的练习加以巩固, 特别是写作练习能很好地帮助学生学以致用。

全书共八章, 三十六节。

本书适用于高职高专文秘专业、商务英语、旅游管理、工商管理、国际经济与贸易等专业的教学及秘书专业的培训, 也可供国际交流和文秘从业人员自学参考。

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