

<<剑桥商务英语写作教程>>

图书基本信息

书名：<<剑桥商务英语写作教程>>

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### 内容概要

为了满足市场的需求,帮助BEC考生尽快地了解考试试题的规律,掌握必要的应试技巧,打下坚实的基础,做好充分的准备,并顺利地通过考试,我们特编写了剑桥商务英语系列教程。

该系列教程由五个分册构成:剑桥商务英语听力教程,剑桥商务英语口语教程,剑桥商务英语阅读教程,剑桥商务英语写作教程和剑桥商务英语全真测试题集。

该系列教程的特点有以下几个方面: 1 循序渐进,由易到难。

本系列教程,每册基本上由试题简介,基本功训练,专项训练和讲解,应试技巧及模拟测试等部分组成。

语言简明扼要,深入浅出,内容由易到难,循序渐进。

考生可以逐步了解考试全貌,并逐渐提高应试能力。

2 内容丰富,覆盖面广。

本系列教程,包括BEC考试的方方面面,既有听、说、读、写,又有全真测试题集。

考生可先进行基础训练,专项训练,然后再进行综合训练,以期达到扎实的语言基本功和较高的语言运用能力。

3 有的放矢,实用性强。

本系列教程主要针对剑桥商务英语证书考试的四个部分,即听、说、读、写的内容、任务、要老谋深算进行细致的讲解,所提供的应试策略方向明确,易于操作,实用性强。

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书籍目录

Chapter One A Brief Introduction to BEC Vantage Writing  
Chapter Two Basic Skills for Writing Part One Sentence Writing Part Two Paragraph Writing Part Three Essay Writing  
Chapter Three Test-targeted Skills Drills Part One Business Letters Part Two Memorandum, Business Reports  
Chapter Four Techniques for BEC Writing  
Chapter Five Model Writing Tests  
Answers to Model Writing Tests  
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## 章节摘录

Example 3 There are three kinds of book owners. The first has all the standard sets and best-sellers-unread, untouched. The second has a great many books a few of them read through, most of them were bought. The third has a few books or many everyone of them dogeared and dilapidated, shaken and loosened by continual use, marked and scribbled in front to back. 作者将藏书者分为三类, 条理十分清楚。

Example 4 Nowadays the news media mainly consists of radio, television and newspapers. Each type has its own advantages and disadvantages. Newspapers are the oldest form for communicating the news. Today many people still begin their day by reading the morning paper while having breakfast, and end their day by reading the evening paper while having dinner. The invention of the radio has had a tremendous influence on the world. It is able to bring up-to-minute news to distant places in a matter of seconds. Thus the development of the radio has made the world a smaller place. Television is the most recently developed device for communication. It allows US to see as well as to hear the news. The fact that it enables people to see visual images has had a considerable effect on our perceptions of world event. 作者把新闻媒体分成三类: 收音机、电视和报纸, 并分别说明了各自的优缺点。

Example 5 Physical activities and intellectual pursuits are the two basic ways in which we spend our leisure time. Physical activities give US the opportunities to strengthen our bodies and to satisfy our competitive nature. The activities range from participation in strenuous sports such as running, football, or tennis. In addition, we can choose whether we want to enjoy these activities as part of a group, for example, a football team, or solitary pursuit, like spending a quiet afternoon fishing. Physical pastimes provide welcome and necessary breaks in our often sedentary lives, and alert US to our physical condition.

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### 编辑推荐

针对剑桥商务英语证书考试最新大纲要求，从听、说、读、写四个方面进行细致讲解，提供应试策略与技巧。

每分册由试题简介、基本功训练、专项训练和讲解、应试技巧及模拟测试等部分组成。内容涉及一般工作环境下及商务活动中的各层面，更加贴近考试大纲。

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