

<<剑桥商务英语教程>>

图书基本信息

书名：<<剑桥商务英语教程>>

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### 内容概要

《剑桥商务英语教程》是英国剑桥大学考试委员会指定的BEC1考试的学习教材，原书名为：Getting Ahead : Learner's Book。

《剑桥商务英语教程：教师用书（第2版）》内容覆盖商务活动的各个方面，对公司接待客户、公司自我介绍、商务合作洽谈、各种商务文件书写体例、各类商务通讯（电话、电传、书信）等语言规范都给出了清晰实用的范例。

在学习商务规范语言的同时也学到了基本的商务知识。

《剑桥商务英语教程》是按50-70个课时设计的，分16个主要单元、4个复习单元和与教材同步使用的录音听力原文等。

《剑桥商务英语教程》是参加BEC1考试学员的必读教材，同时也是商务工作者、大学生以及英语爱好者的一本好的学习材料。

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