

<<英汉对照>>

图书基本信息

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内容概要

内容提要

本书包括社交、商业书信、备忘录、通知、启事、单据、表格、合同、商业文件、履历、广告、说明书、报告、计划、致辞、电传等各类外企实用英文的写作，共计八章。

各章节不仅讲述了各类英文应用文写作的特点、要领，而且还配有大量的实例说明。

本书选材新颖广泛，实

用性强，内容丰富，英汉并举，可供从事外企工作、外贸业务和国际商务的人员使用，也可作为具有一定英语基础的自学者使用。

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