

<<新编商务英语>>

图书基本信息

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作者：林洵子等编

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### 内容概要

《新编商务英语》共分十个单元，每个单元由预习，正文及附属部分，写作和补充阅读构成。预习部分意在帮助读者了解主课文的主旨与大意；在正文之后是生词表和注释，力图减少读者的翻检之苦。

附属的练习题中包括比较完备的口语训练和案例分析；写作部分涵盖了基本的商务写作类型；补充阅读材料是相关链接，可以进一步加深对主题的理解。

《新编商务英语》后所附的词汇题答案，便于读者核对。  
总词汇表给出了生词与短语的汉语释义，以确保正确理解。

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