

<<日常商务E-mail>>

图书基本信息

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作者：张二虎 编

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## <<日常商务E-mail>>

### 内容概要

《日常商务E-mail》是一本具有特定目标及内容、集日常商务词汇、英文写作技巧及北美相关社会文化知识为一体的教材。

全书共十三课。

每课均配有两篇实例电邮及学习目标、相关词汇、语法、句法、文化背景、写作指南、参考译文、多种练习及答案。

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章节摘录

Your daughter Sophia told us that you and Anita will be taking a tour to China next month and you'd like to know a little more about Chinese culture before you leave. We had a great time in China last year, and we'd love to share some travel tips. I could even teach you a few Chinese phrases. We can show you pictures, too. I love talking about China !

Can you make it this Saturday, January 14, at 6 : 00 p.m. ?

Sunday is also open for us. I'll make a Chinese dinner and green tea. ( Let me know if there's anything you can't eat. ) We live off Washington Blvd. From the highway, take the downtown exit and go west. Turn right ( north ) onto Washington. Turn right onto Pine Tree Rd. ( across from the supermarket ) . Turn left onto Peony Dr. Turn right onto Meadow Dr. Our house is number 2254, and it is the first house on the left after the corner. ....

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