

<< 《国际商务函电》 配套练习册 >>

图书基本信息

书名：<< 《国际商务函电》 配套练习册 >>

13位ISBN编号：9787801812629

10位ISBN编号：780181262X

出版时间：2004-8

出版时间：中国商务出版社

作者：陈祥国 编

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

<<《国际商务函电》配套练习册>>

内容概要

《国际商务函电》一书出版后，广大读者询问是否继续编写一本配套练习。在中国商务出版社的大力支持下，我们编写了这本《配套练习册》。

本书紧扣原教材，也并不是说本书只能配合原教材使用。一者本书的练习有适当的补充（或说超范围），目的是帮助高职高专学生（本书的使用对象）培养独立学习和主动学习的能力；二者国际商务函电内容并不复杂，覆盖面较窄。也就是说，本书脱离原教材，仅作为单独的函电练习册使用也是完全可以的。

<< 《国际商务函电》 配套练习册 >>

书籍目录

LAYOUT OF BUSINESS LETTERS AND E-MAILSPART1 NEGOTIATION OF THE CONTRACT Chapter
I Establishing Trade Relations Lesson 1 Sellers Asking to Establish Trade Relations Lesson 2 Buyers Asking
to Establish Trade Relations Lesson 3 A Company Introduction Lesson 4 Status Enquiries Chapter 2
Enquiries and Offers Lesson 5 An Enquiry (1) Lesson 6 An Enquiry (2) lesson 7 An Offer (1)
lesson 8 An Offer (2) lesson 9 An Offer to a New Customer lesson 10 Offering Substitute lesson 11
Inability to Offer Chapter 3 Counter-offers lesson 12 A Counter-offer (1) lesson 13 A Counter-offer (2)
lesson 14 A Counter-offer (3) Lesson 15 A Counter-offer (4) Chapter 4 Mode of Shipment Lesson
16 About Mode of Shipment Lesson 17 Enquiring about Time of Shipment Chapter 5 Packing Lesson
18 Packing Requirements Lesson 19 Packing Arrangements Lesson 20 Packing and Shipping Marks
Chapter 6 Terms of Payment Lesson 21 Inquiring about Terms of Payment Lesson 22 Insisting on
Payment by L/C Lesson 23 Requesting for Easier Terms of Payment (1) Lesson 24 Requesting for Easier
Terms of Payment (2) Chapter 7 Insurance Lesson 25 Asking for CFR Quotation Lesson 26 About
Insurance Lesson 27 Inquiring about Insurance Lesson 28 Open Cover Policy Lesson 29 Asking for
Additional Coverage Chapter 8 Conclusion of a Business Lesson 30 Sending a First Order Lesson 31
Confirming an Order Lesson 32 Sending a Sales Contract Lesson 33 Counter-signature Lesson 34 A
Specimen of Sales Contract PART 2 EXEXUTION OF THE CONTRACT Chapter 9 Shipment Lesson 35
Inquiring about Shipment Lesson 36 Urging Shipment Lesson 37 Shipping Advice Chapter 10 Payment
.....KEY

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>