

<<商务英语函电>>

图书基本信息

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内容概要

本书能理论联系实际，比如在付款条件、商品包装和信用证的应用等章节，都有简明扼要的理论分析，让读者对有关事实和做法既知其然，亦能知其所以然。

在商务传真（Fax）与电子邮件（E-mail）写作方面，既详细介绍这种最现代化的电子通信方式的应用知识，又准确地描述它们的特点和特有的写作规格，尤其是对电子邮件的文稿组织，作了深入细致的分析。

与课文配套的练习题是选用大量国际商务活动最新的资料和实例编写而成，以帮助学习者学会掌握这门现代化的通信技巧，使本书具有更强的时代感。

它还特辟了一章（第19章），对主要的外贸单证如商业单据、金融单证、官方单证以及其他有关单证如“船长收据”“不列入黑名单证明”等，作归纳、回应式的说明，以加深读者对外贸单据、单证的理解。

是一本便捷的业务工具书。

书籍目录

PART ONE Chapter One Introduction (导论) Chapter Two The Layout of Business Letters (商务信函的格式) Section 1 Introduction Section 2 Language Style Section 3 Format of Business Letters Section 4 Layout of the Common Blocked Lines for Business Letters Section 5 Addressing Envelopes Chapter Three Establishment of Business Relations and Credit Status Enquiries (建立业务关系和资信调查) Section 1 Establishment of Business Relations Section 2 Credit Status Enquiries Section 3 Useful Expressions Chapter Four Enquiry and Offer (询价和报盘) Section 1 Enquiry Section 2 Guidelines for Writing Enquiries Section 3 Reply to Enquiries: Offer Section 4 Important Notes on an Offer Section 5 Guidelines for Replying to Enquiries Section 6 Specimen Letters Section 7 Useful Expressions Chapter Five Response to Offers (回应报价) Section 1 Declining an Offer Section 2 Guidelines for Declining an Offer Section 3 Conditional Acceptance. Counter-offer Section 4 Guidelines for Writing Counter-offer Letters Section 5 Entire Acceptance Section 6 Guidelines for Writing Acceptance Letters Section 7 Specimen Letters Section 8 Useful Expressions Chapter Six Order Placing & Replies to Orders (下单及对单的回应) Section 1 Introduction Section 2 How to Place an Order Section 3 Confirmation of an Order Section 4 Useful Expressions Chapter Seven International Business Contract (国际商务合同) Section 1 A Brief Introduction to International Business Contract Section 2 The Contract Heading Section 3 The Recitals Section 4 The Main Body of a Contract Section 5 The Validation of a Contract Section 6 Specimens of Contract Section 7 Useful Expressions Chapter Eight Terms of Payment (支付条款) Section 1 Payment Instruments Section 2 Method of Payment Section 3 Specimen Letters Section 4 Useful Expressions Chapter Nine Letter of Credit (信用证) Section 1 Introduction Section 2 Parties in a Letter of Credit Section 3 Contents of a Letter of Credit Section 4 Categories of Letters of Credit Section 5 Basic Documentary Procedure of L/C Section 6 Characteristics of Settlement by L/C Section 7 Payment Terms in the Contract Section 8 Specimens of L/C Section 9 Specimen Letters Concerning L/C Section 10 Useful Expressions Chapter Ten Shipment and Ocean Bill of Lading (B/L) (装运及海运提单) Section 1 Ocean Transport Section 2 Terms of Shipment in the Contract and the Covering L/C Section 3 Types of Ocean Bill of Lading Section 4 Contents of Ocean B/L and Its Making Section 5 Specimen Letters Section 6 Useful Expressions Chapter Eleven Packing (包装) Section 1 The Importance of Packing in Foreign Trade Section 2 Packing Terms in Foreign Trade Section 3 Different Kinds of Transportation Packing and Their Packaging Containers Section 4 Packing Marks Section 5 Packing List & Weight List Section 6 Specimen Letters Section 7 Useful Expressions Chapter Twelve Insurance (保险) Section 1 Insurance in Foreign Trade Section 2 Marine Insurance Section 3 Types of Coverage Section 4 Effecting Insurance Section 5 Specimen Letters Section 6 Useful Expressions Chapter Thirteen Complaints, Disputes and Claims (投诉、争议与索赔) Section 1 Definition of Complaints, Disputes and Claims Section 2 Different Types of Complaints, Disputes and Claims Section 3 Specimen Letters Section 4 Useful Expressions Chapter Fourteen Agency (代理) Section 1 Introduction Section 2 Relations between Principal and Agent Section 3 What to Be Covered in Agency Agreement Section 4 Specimen Letters Section 5 Useful Expressions Chapter Fifteen Quality Terms (质量条款) Section 1 Introduction Section 2 Means to Express Quality Section 3 Terms of Quality Section 4 Quality Guarantee Section 5 Specimen Letters Section 6 Useful Expressions Chapter Sixteen Quantity Terms (数量条款) Section 1 The Importance of Quantity Clause Section 2 Units of Measures and Weights Section 3 The Calculation of the Weight of Goods Section 4 The Application of Quantity Terms Section 5 Specimen Letters Section 6 Useful Expressions Chapter Seventeen Commodity Categorization and Price Terms (商品分类和价格条款) Section 1 Categorization of Trading Commodities Section 2 Survey on International Trade Practice Section 3 Price Terms Commonly Used in International Trade Section 4 Specimen Letters Section 5 Useful Expressions Chapter Eighteen Business Fax and E-mail Writing (商务传真和电子邮件写作) Section 1 Introduction Section 2 Fax Section 3 E-mail Section 4 Useful Expressions Chapter Nineteen Documentation in International Trade (外贸单证) Section 1 Introduction Section 2 Kinds of International Trading

Documents Section 3 Issues Concerning Documents Section 4 Specimens Section 5 Useful Expressions
PART TWO Exercises Key to Exercises Reference 后记

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