

<<大学英语写作教程（下）>>

图书基本信息

书名：<<大学英语写作教程（下）>>

13位ISBN编号：9787810186582

10位ISBN编号：7810186582

出版时间：2006-8

出版时间：河南大学

作者：麻保金 陈明发

页数：290

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>

<<大学英语写作教程（下）>>

内容概要

This book is the second volume in a series of two books that take the learner of English from sentence skills to writing the research paper and practical writing. The two books combined form a comprehensive guide to the entire writing process, examining each skill detail.

<<大学英语写作教程(下)>>

书籍目录

Preface
Part Three Writing Essays
14 Things We Should Know about Writing
What Is Writing
Differences Between Speaking and Writing
Differences Between Chinese Writing and Western Writing
15 The Essay
Qualities of a Good Essay
Topic Selection
Narrowing the Topic
Organization
The Thesis Statement
Writing the Essay
Revising and Editing
16 Types of Essays
Narration
Description
Exposition
Classification
Argument/Persuasion
The Critical Essay
17 The Research Paper
What Is a Research Paper
Evaluation of Sources
Recording Information
Writing the Research Paper
Documentation
Sample Research Paper
Part Four Practical Writing
18 The Outline
Outline for Organizing Short Essays
Outline for Organizing Long Essays
19 E-mail and Letter Communication
ELECTRONIC MAIL
LETTER WRITING
Business Letters
Personal Letters
Forms of English Letters
How to Address an Envelope
Letter of Application
The Resum
Letter Requesting Information
Letter of Invitation
Thank you Letter
Order Letter
Claim and Adjustment Letter
20 Memorandums
Bibliography

<<大学英语写作教程（下）>>

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>