

<<商务英语函电>>

图书基本信息

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### 内容概要

《高等学校最新商务英语系列教材：商务英语函电》共由12个单元和附录组成，每单元均由相关知识与写作指南、示范阅读、常用术语和表达以及交际园地等部分组成。

相关知识和写作指南部分适当介绍了与主题相关的专业知识，详细阐述了写作原则和要领。

示范阅读部分主要选取了具有代表性的范例供读者阅读与赏析，在阅读中体味与把握写作原则和要领。

常用术语和表达部分主要是常见的专业术语和表达方式，供读者查询与记忆。

交际园地部分包括翻译、完形填空和案例分析。

其中，英汉翻译练习旨在在翻译的同时熟记一些常用句型，汉英翻译练习旨在盘活一些常用词汇和句型；完形填空部分旨在巩固常用词汇结构，增强商务英语语感；案例分析部分重在通过具体商务情形分析磨练在商务语境下应用英语解决实际问题的能力。

此外，附录部分主要供教学拓展之用。

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