

<<外贸英语函电>>

图书基本信息

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### 内容概要

本书是在前一版的基础上修的，该书延续了上一版受广大读者欢迎的诸多特点的基础上，在有些章的前面增加了相关主题书信的写作原则，这能很好地帮助读者领会一些商业原则并提高商业意识。本书还在保留原有各章结构的基础上，改动了一些样信，以期做到更加贴近最新业务情景和变化了的业务环境。

作者对练习也做了部分修改，增加了一些实务性的写作训练，并做出了全部的参考答案。

另外，本书还增加了面试的技巧和测试题回答的心理辅导及合同和信用证的样本，这有利于谋职或刚刚从事外贸工作的读者全面地掌握面试或外贸业务的各个环节。

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## 书籍目录

Chapter One Business Letters Section One The Structure and Layout of a Business Letter Section Two Superscription Section Three Dissimilarities in Letter Writing Supplement ExercisesChapter Two Establishing Business Relations Specimen Letters Supplement Exercises Chapter Three Enquiries Specimen Letters Supplement ExercisesChapter Four Offers Specimen Letters Supplement ExercisesChapter Five Counter-offers Specimen Letters Supplement ExercisesChapter Six Conclusion of Business Specimen Letters ( )Sales Contract ( )Sales Confirmation ( )Purchase Confirmation ( )Contract for Purchase Supplement ExercisesChapter Seven Terms of Payment Specimen Letters Supplement ExercisesChapter Eight Establishment of L/C and Amendment Specimen Letters Supplement ExercisesChapter Nine Packing, Shipping Marks and Shipment Specimen Letters Supplement ExercisesChapter Ten Insurance and shipment Specimen Letters Supplement ExercisesChapter Eleven Agency Specimen Letters Supplement ExercisesChapter Twelve Complaints and Claims Specimen Letters Supplement ExercisesChapter Thirteen Invitation for Bids and Bid Section One Invitation for Bids Section Two Bid Supplement ExercisesChapter Fourteen International Business Contracts in Writing Section One Basic Concept of Contract Section Two Main Features of International Business Contract Section Three Categories of International Business Contract Section Four Language Features in the Contracts Section Five Following Contractual Norms Section Six The Structure of Contract Supplement ExercisesChapter Fifteen Agreements and Contracts Section One Consignment Agreement Section Two Agreement on Compensation Trade Section Three Contract for Assembling Section Four Contract for Employment Section Five A Joint Venture Contract Section Six Cooperative Oil Venture Agreement Section Seven Contract for Technology Transfer and Importation of Equipment and Materials Supplement ExercisesChapter Sixteen Other Letter Writing Specimen Letters Supplement ExercisesChapter Seventeen Job-Application Writing in English Section One Resume Section Two Cover Letter Section Three Follow-Up Letters Section Four Sample Writings Section Five Behavior-based Interview Supplement ExercisesAppendix Part One Key to the Exercises Part Two Text Translation Part Three International Economic Organizations Part Four Glossary

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### 编辑推荐

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