

<<商务英语写作教程>>

图书基本信息

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内容概要

《新世界财经类研究生英语核心教材：商务英语写作教程》是“新世界财经类研究生英语核心教材”之一的《商务英语写作教程》。

该书主要从学习者的需求出发，并考虑到他们在未来求职择业或受聘工作期间都会面临如何用英语进行书面沟通所编写，其内容涉及商务信函、备忘录、会议记录、新闻稿、商务报告、商务合同、履历、广告以及研究论文的写作，其主要特点是侧重应用文体的训练和范文教学，注重规范化和实用性。另外，随着中国的入世及经济全球化趋势的加强，研究生也有越来越多的机会参与国际学术活动和交流，因此作者还在《新世界财经类研究生英语核心教材：商务英语写作教程》最后安排了研究论文写作的相关内容。

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