

《商务英语写作.第2册》

图书基本信息

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内容概要

《商务英语系列教材：商务英语写作（2）》分为两大部分：一部分为商务文件的写作，包括一般的商务信函，如推销信、询问信、订货信、投诉信等；另一部分为公司内部的报告和合同等，其中合同部分有一些英汉对照的样本，供学生学习参考。另外，本套教材还配有丰富多样的练习及参考答案。

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