

<<新编商务英语写作>>

图书基本信息

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## <<新编商务英语写作>>

### 前言

《商务英语写作(1)、(2)》自2000年8月初版以来,在不少学校使用了多轮,广大专家读者对本书提出了不少宝贵的批评和建议。

这些批评和建议,集中到一点,就是本书的语言有些偏难,学生不易理解。

据此,我们对本书进行了修订。

《新编商务英语写作(1)》的体例基本上没有什么变化。

所作的改变可用“一减一增”来概括。

“一减”是减掉了原来较为晦涩难懂的说明和例句,而增加的则是少量中文译文和说明以及一些与商务有关的内容。

但是,限于初版的框架,没有对本书做伤筋动骨的“改造”。

所以,本书远没有改到“面目全非”的地步。

本教材的教学目标也没有改变,所以,教师可以按既定的教学计划实施教学。

相信本新编版能更加切近高等职业学校、高等专科学校和成人高等学校英语专业的实际,更加方便广大师生的教学。

当然,由于种种限制,本书远远没有达到理想的程度。

事实上,任何修订都可能引起新的问题。

因此,我们热切地希望广大专家和读者能对本书提出新的批评和建议,以便我们进一步改进。

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### 内容概要

《新编商务英语写作（1-2）》为“新编商务英语丛书”之一。  
第1册为“基础英语写作”，该册内容涵盖选词、造句、段落的写作以及各类体裁文章的写作。  
第2册为“商务英语写作”，内容分为商务文件的写作和公司内部的报告和合同写作等。  
本教材适用于商务英语专业的学生。

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书籍目录

Unit 1 Use of Words 1 Types of Words 2 Use of Proper Words in Proper Places 3 Further-13ps for the Selection of Words 4 Formation of English Words Exercises Unit 2 The Making of Sentences 1 Basic Elements Of a Sentence 2 Types of Sentences 3 Effective Sentences Exercises Unit 3 Writing Effective Sentences 1 Coordination 2 Subordination 3 Variety Of Sentence Patterns Exercises Unit 4 The Paragraph(1) : The Major Elements of a Good Paragraph 1 Unity 2 Coherence 3 Focus 4 Completeness 5 Brevity Exercises Unit 5 The Paragraph(2) : The Paragraph Structure and Types 1 Three Parts of the Paragraph 2 Types of Paragraphs Exercises Unit 6 The Paragraph(3):The Development of the Paragraph 1 Planning a Paragraph 2 Developing a Paragraph by-Iqme 3 Developing a Paragraph by Space 4 Developing a Paragraph by Process 5 Developing a Paragraph by Citing Statistics 6 Developing a Paragraph by Comparison and Contrast 7 Developing a Paragraph by Exemplification 8 Developing a Paragraph by Cause and Effect 9 Development by Definition 10 Development by Classification Exercises Unit 7 The Basic Steps of Writing an Essay 1 Getting Started and Selecting a Topic 2 Narrowing Down the Topic and Writing a Thesis Statement 3 Outlining 4 Writing the First Draft 5 Revising and Editing Exercises Unit 8 Narration 1 Definition 2 Basic Elements of Narration 3 Types of Narration 4 Tips for Narrative Writing Exercises Unit 9 Description Unit 10 Exposition (1):Definition Unit 11 Exposition(2) : Unit 12 Exposition (3):Illustration Unit 13 Exposition(4) : Comparison and Contrast Unit 14 Exposition(5):Cause and Effect Unit 15 Argumentation Unit 16 Practical Writing(1):Unit 17 Practical Writing(2):Unit 18 Summary Writing Unit 19 Figures of Speech Unit 20 Punctuation Keys

## 章节摘录

I still remember the day when I first came to the college. Being a boy of 17, I was longing for a new life as a college student but at the same time, I had no idea what college life would be like. That morning when the bus carried me to the gate of the college, I was so excited that my heart was beating so fast it seemed as if it would leap out of my mouth. From then on, I would be a student of this college. After registration, a group of students and I were led by an instructor to the dormitory, where, for the first time, we were going to live without parents but with roommates. I was so clumsy that I did not know how to make the bed and fix the mosquito net. In the afternoon, I took a walk around the campus together with my roommates. To think of studying in such a beautiful place made me feel quite proud of myself. As we were walking along, talking and laughing, yelled, "Oh, look at those freshmen !

" It was our middle-school students look that gave us away. We continued our tour of the college, inspecting every building and every garden until the sun began to set. In the evening, we sat together, talking about the past and the future. We were so excited that no one wanted to go to bed. It was half past six, high time for our New Years Dinner. All the family gathered round the table, except for my mother who was busy cooking. She had promised earlier there would be twenty dishes for the Dinner this year. At last she came out from the kitchen, glowing with delight. "Let's begin !

" said father, taking up his chopsticks. How delicious the dishes were !

Everyone praised and thanked mother. After dinner, we were seated before the TV set. Jiang Kun, the well-known comic, presided over that night's programme, which was so exciting that each performance won warm applause from the audience. Particularly I appreciated the Chinese folk songs presented by some overseas singers.

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