

<<商务英语函电>>

图书基本信息

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内容概要

《中等职业教育国家规划教材：商务英语函电（第3版）（国际商务专业）》为中等职业教育国际商务专业国家规划教材《商务英语函电》第三版，是在第二版基础上修订而成。

《中等职业教育国家规划教材：商务英语函电（第3版）（国际商务专业）》以训练学生正确运用国际贸易知识来处理往来函电的基本能力为主线，主要内容包括：商务书信、建立发展贸易关系、询盘与报盘、还盘、贸易合同与订单、支付、装运、保险、开证与改证、索赔与理赔、磋商交易、代理，共12个单元，并附相关词汇表。

全书内容新颖，浅显易懂，样信简洁，词汇尽量贴近国际贸易实际，关键词反复出现。

本书采用出版物短信防伪系统，用封底下方的防伪码，按照本书最后一页“郑重声明”下方的使用说明进行操作，可查询图书真伪。

本书可供中等职业学校、五年制高职国际商务专业的学生使用，也可作为相关行业培训教材或自学用书。

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