

<<实用商务公关英语应用文写作>>

图书基本信息

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### 内容概要

《实用商务公关英语：应用文写作》共分10个单元，包括各种礼仪文书、一般社交信函、商务信函、电报、电传、传真和电子邮件、各种商务条据、契约文书、告启文书、说明文书和会务文书。全文内容丰富、语言地道，适用范围广，堪称一本应用文大全。

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