

<<外贸英语函电>>

图书基本信息

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### 内容概要

本书涵盖了外贸业务的各个重要环节的信函写作：建立业务关系、询盘、报盘、还盘，下订单、销售/购货确认、付款条件、信用证的催开及修改、包装、装运、保险、投诉和索赔等，同时，还详细介绍了外贸信函的写作原则、主要构成、基本格式以及国际商务合同的语言的特点、主要内容和一些合同样本。

每章的内容由以下几个部分组成：相关外贸知识介绍、相关信函的写作提纲，样信、相关信函中常用的表达和配套的练习。

课文的内容有汉语译文，练习配有参考答案，便于老师的教学和学生的自学。

本书是一本实用性极强的书，可作为高校国际商务专业、国际贸易专业以及外贸英语专业的本科、专科学生的教材；对那些参加外销员资格考试的学生来说是一本很好的参考书。

此外，本书还可以作为正在从事外贸工作的专业人员以及打算将来从事外贸工作的人员的自学用书。通过该书的学习，能有效提高他们在外贸业务活动中正确熟练地用英语进行对外联络和对外沟通的能力。

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作者简介

周桂英，副教授，外语系硕士，后进修了外贸专业和会计专业的主干课程，到英国龙比亚大学学习国际商务。

主讲过外贸英语函电、外贸专业英语、商务英语、会计专业英语等课程，发表过学术论文20余篇，主编教材多部。

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