

<<实用英语应用文>>

图书基本信息

书名：<<实用英语应用文>>

13位ISBN编号：9787543813816

10位ISBN编号：7543813815

出版时间：1997-01

出版时间：湖南出版社

作者：周静萍

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

## &lt;&lt;实用英语应用文&gt;&gt;

## 书籍目录

## 目录

- UnitOne 一单元 便条 ( Notes )
- LessonOne 留言条 ( Leaving a Message )
- LessonTwo 约会条 ( Making an Appointment )
- LessonThree 请假条 ( Asking for Leave )
- LessonFour 托事条 ( Asking for Help )
- LessonFive 借条 ( Borrowing from Others )
- LessonSix 收条 ( Admitting Receipt )
- UnitTwo 二单元 卡片 ( Cards )
- LessonOne 名片 ( Visiting Card )
- LessonTwo 请帖 ( Invitation Card )
- LessonThree 贺卡 ( Greeting Card )
- LessonFour 礼卡 ( Gift Card )
- LessonFive 生日卡 ( Birthday Card )
- LessonSix 祝贺卡 ( Congratulations Card )
- LessonSeven 通知卡 ( Notice Card )
- LessonEight 道歉卡 ( Apology Card )
- UnitThree 三单元 招贴 ( Posters )
- LessonOne 广告 ( Advertisement )
- LessonTwo 招聘 ( Job Invitation )
- LessonThree 通知 ( Announcement )
- LessonFour 海报 ( Playbill )
- LessonFive 启事 ( Notice )
- LessonSix 告示 ( Public Sign )
- UnitFour 四单元 演讲 ( Speeches )
- LessonOne 晚会致词 ( Speech at an Evening Party )
- LessonTwo 生日致词 ( Speech at a Birthday Party )
- LessonThree 婚礼祝词 ( Speech at a Wedding Reception )
- LessonFour 欢迎词 ( Speech of Welcome )
- LessonFive 欢送词 ( See - off Speech )
- LessonSix 告别词 ( Farewell Address )
- LessonSeven 祝酒词 ( Toast )
- LessonEight 颁奖致词 ( Speech of offering an Award )
- LessonNine 领奖致词 ( Speech of Receiving an Award )
- LessonTen 介绍词 ( Speech of Introduction )
- LessonEleven 周年纪念词 ( Speech at Anniversary Celebration )
- LessonTwelve 开张致词 ( Speech of Opening a Business )
- UnitFive 五单元 书信 ( Letters )
- LessonOne 私人信件 ( Private Letter )
- LessonTwo 感谢信 ( Letter of Thanks )
- LessonThree 祝贺信 ( Letter of Congratulations )
- LessonFour 介绍信 ( Letter of Introduction )
- LessonFive 求职信 ( Application for Jobs )
- LessonSix 辞职信 ( Letter of Resignation )

<<实用英语应用文>>

- LessonSeven 邀请信 ( LetterofInvitati0n )
- LessonEight 应邀信 ( AcceptinganInvitation )
- LessonNine 谢绝信 ( DeclininganInvitati0n )
- LessonTen 联系信 ( ApproachLetter )
- LessonEleven 答复信 ( LetterofReply )
- LessonTwelve 申请信 ( LetterofApplication )
- LessonThirteen 接受信 ( LetterofAdmission )
- LessonFourteen 拒绝信 ( LetterofDeclination )
- LessonFifteen 证明信 ( LetterofReference )
- LessonSixteen 推荐信 ( LetterofRec0mmendation )
- UnitSix 六单元 商务信函 ( BusinessLetters )
- LessonOne 建立业务联系 ( EstablishingBusinessRe1a -  
tionships )
- LessonTwo 询盘 ( Inquiry )
- LessonThree 发盘 ( Offer )
- LessonFour 还盘 ( Couoer - Offer )
- LessonFive 接受 ( Acceptance )
- LessonSix 价格 ( Price )
- LessonSeven 支付条件 ( TermsofPayment )
- LessonEight 包装 ( Packing )
- LessonNine 装运 ( Shipment )
- LessonTen 保险 ( Insurance )
- LessonEleven 索赔 ( Claim )
- LessonTwelve 理赔 ( SettlementofClaim )
- LessonThirteen 电报 ( Telegram )
- LessonFourteen 电传 ( Telex )
- 附录 ( Appendix )
- 一、证书 ( Certificate )
- 二、个人简历 ( ReSume )
- 三、经济担保 ( FinancialGuarantee )
- 四、研究计划 ( ResearchProposal )

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>