

<<涉外英文函电>>

图书基本信息

书名：<<涉外英文函电>>

13位ISBN编号：9787560820736

10位ISBN编号：7560820735

出版时间：1999-09

出版时间：同济大学出版社

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## <<涉外英文函电>>

### 内容概要

#### 内容提要

本书根据商务公司涉外工作的性质、任务和工作范围，收集各种类型的函电近百封。

每种类型的函电都有

说明和写作提示。

为了便于读者自学，每章均有生词和

短语注释，最后还有写作练习。

为了使部分对国际商务

知识了解甚少的读者能够顺利地阅读本书，本书每章均

辟有“拓宽国际商务知识”栏。

本书语言规范，由浅入

深，选材多为90年代欧美等国的最新版本材料，或国外

友人赠送的材料。

书后附有大量附录资料，以便读者使

用。

本书适合于“涉外文秘”专业和经济管理各专业学

生使用，也适合于有志于从事秘书工作的读者阅读。

本

书对广大从事国际商务工作的外销员有极高的参考价值，

是一本不可多得资料手册。

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