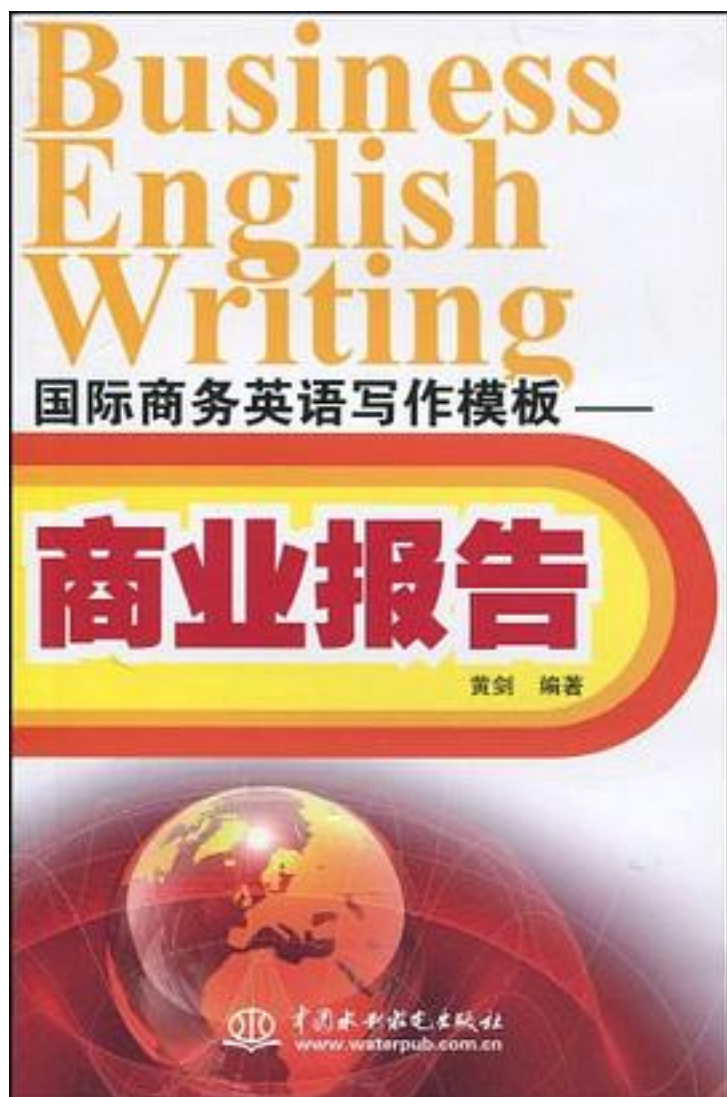


国际商务英语写作模板



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《国际商务英语写作模板:商业报告》详细介绍了三种最为常见的报告形式：备忘录报告、信件报告和规范形式报告，并对每一种形式的构成要素做出了详尽的说明。读者可以将其作为报告写作时的模板，按照每一要素的具体要求模仿写作，即可以保证报告在形式上的专业性。《国际商务英语写作模板:商业报告》适合于涉外企业文秘人员；大专院校商务、经贸英语专业学生；大专院校英语专业高年级学生；欲毕业后从事涉外商务工作的在校学生；其他需要商业类写作培训的团体和个人。

作者介绍:

目录: PrefaceChapter 1 Orientation to Business Report 1.1 When do You Write a Report? 1.2 What do You Write a Report to Do? 1.3 For Whom is a Report Written for? 1.4 What is a Business Report?Chapter 2 Classification and Structure of Business Report 2.1 Classification of Business Report 2.1.1 Why Classify? 2.1.2 Different Classification System 2.2 Structure and Elements of Formats of Business Report 2.2.1 Report in the Form of Memo 2.2.2 Report in the Form of Letter 2.2.3 Formally Structured Report 2.3 Frequently-Required Business Report 2.3.1 Minutes 2.3.2 News Release 2.3.3 Progress Report 2.3.4 Proposal 2.3.5 Justification Report 2.3.6 Job Description 2.3.7 Feasibility Report 2.3.8 Policies and Procedures 2.3.9 Instructions 2.3.10 Annual and Quarterly Report 2.3.11 Market Investigation Report 2.4 ExercisesChapter 3 Writing Procedures and Developing Strategies for Business Report 3.1 Three Steps to Complete Business Report 3.1.1 Planning 3.1.2 Writing 3.1.3 Editing and Revision 3.2 Developing Strategies of Business Report 3.2.1 Definition 3.2.2 Process 3.2.3 Classification 3.2.4 Comparison and Contrast 3.2.5 Cause and Effect 3.2.6 Tables and Graphs 3.3 ExercisesChapter 4 Style and Language of Business Report 4.1 Style of Business Report 4.1.1 Qualities of an Effective Business Report 4.1.2 Stylistic Features of an Effective Business Report 4.2 Linguistic Features of Business Report 4.2.1 Linguistic Feature on Lexical Level 4.2.2 Linguistic Feature on Syntactic Level 4.2.3 Linguistic Features on Paragraphic Level 4.3 Punctuation 4.4 Exercises习题答案
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