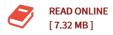




Practical Business English Correspondence tutorial (teaching-oriented colleges nationwide family planning teaching Business English)

By LIAO YING // ZHANG CHUN MIN

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 226 Publisher: Foreign Trade University. Pub. Date: 2011-09-01 version 1. Contents: Part OneGuide to Business English Writing the first part of the business English writing guide Unit OneStyles and Features in Language and Ways in Writings of Business English Letters The first unit of English business letter stylistic. linguistic characteristics and writing methods Unit TwoThe Structure and. Layout of a Business English Letter Business English letters form the second unit Unit ThreeWriting and Transmitting for Faxes and E-mails third unit fax and e-mail writing and transmission Part TwoLetter-writing in BuSiness Practice practical operation of foreign trade during the second part of the letter writing Unit FourEstablishing Business Relmions fourth unit to establish business relationships Unit FiveEnquiries and Replies fifth unit inquiry and reply Unit SixOfiers and Bids sixth unit offer with the Bid Unit SevenCounter-Offers and Counter-Counter Offers seventh unit also has disk drive and anti-eighth unit Unit EightOrder orders Unit NineAcceptance and Contract ninth unit to accept and sign Unit TenPacking Unit 10 Unit ElevenShipment eleventh packaging Unit Shipment Unit TwelvePayment and Balance Unit XII XIII Payment...



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