



## 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 One Guide to Business English Writing the first part of the business English writing guide Unit One Styles 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 Two The Structure and. Layout of a Business English Letter Business English letters form the second unit Unit Three Writing and Transmitting for Faxes and E-mails third unit fax and e-mail writing and transmission Part Two Letter-writing in Business Practice practical operation of foreign trade during the second part of the letter writing Unit Four Establishing Business Relationships fourth unit to establish business relationships Unit Five Enquiries and Replies fifth unit inquiry and reply Unit Six Offers and Bids sixth unit offer with the Bid Unit Seven Counter-Offers and Counter-Counter Offers seventh unit also has disk drive and anti-eighth unit Unit Eight Order orders Unit Nine Acceptance and Contract ninth unit to accept and sign Unit Ten Packing Unit 10 Unit Eleven Shipment eleventh packaging Unit Shipment Unit Twelve Payment and Balance Unit XII XIII Payment...



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