

<<抢救上班族英语>>

图书基本信息

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内容概要

本书精选了122封美国资深专业经理人、白领职员及工程师所撰写的真实商务信件，包含各类主题与代表性产业的实物范本，如办公运作、报价、采购、合约、订单、感谢邓各类内容。涵盖书信、传真及电子邮件三大类。一本在手，满足您商务写作的所有需求。

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