

<<英语写作>>

图书基本信息

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内容概要

本书由写作基本功、常用社交信函、实用商务文案和四、六级应试作文指导四部分组成。

其中，第一部分侧重基本能力的训练，分五个小节针对用词、句子、段落构建及基本修辞手法等进行概述，每节后都配有专项训练。

第二部分侧重常用社交书信(如介绍信、感谢信等)的写作，共五个单元，旨在通过范文和模拟写作使学生掌握常用社交信件的写作方法。

第三部分八个单元，重点介绍商务文案(如备忘录、通知、求职信等)的写作技巧，旨在通过练习逐渐培养学生商务英语的写作能力。

第四部分针对在校大学生对四、六级考试的需要，对考试各种题型举例分析，并介绍常用文体(记叙文、说明文、议论文)的写法技巧，旨在提高学生的应试能力。

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