

即學即用 英文商業書信

Modern English
Letters for Daily
Office Purposes

香港商貿出版社

HONG KONG COMMERCIAL PUBLISHING

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本書內容所述，提供了示範作用，堪稱全面而且實用，足夠從事商業人員一般參考用途。

商業書信的重點在於扼要簡明，措詞得體，更不要太長，因為商業往來中時間就是金錢，寫信給對方時寫得太長，則浪費了自己的時間，對方收到信後閱讀，太長則浪費了對方的時間，這就更給人一個不好的印象。當然，該長的還是要長，總之不要囉嗦。

謹祝讀者能發現本書富參考價值，有助日常業務。

編者識

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