

標準英文書信大全

STANDARD AND COMPLETE ENGLISH LETTER WRITINGS

陳周俞 編

華美圖書公司出版

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Complete English Letter Writings

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香港方樹福堂敬贈

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內 容 提 要

本書包括專用尺牘、日用尺牘、商業尺牘三大類。專用尺牘中則分有學界、家書及婦女等書信；日用尺牘中則分有交際、人事等書信；商業尺牘中則更爲詳細，內有定貨、運貨、辦貨、廉價、交涉、投資、盤頂、破產、清理等等，中英對照，內容詳盡，文句簡練，淺顯易學。

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