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活学活用

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Secretary
English
for



Office Work

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在改革开放的今天,人们在学习、工作和交往的过程中,经常接触到写英语应用文的问题。本书精选了 150 篇英汉对照应用文范例供您选用。

使用时,您可以将文中的日期、人名、商品名等稍作变换,就会很轻松地把这些应用文变成自己要写的内容,省却了“从零开始创作”占用的时间。

编者

1999 年 9 月

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