

ENGLISH

交际英语

写作精华

编著

陆道夫

徐广联



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前 言

在我国现代生活、学习和工作中,交际英语的使用范围越来越广。从报纸上的广告、招聘,到个人的求职、留学,从日常生活中的往来信函,到学校机关的通知、告示,都越来越多地用英语撰写。因此,了解交际英语的使用范围,学习不同种类交际英语的格式、写法,对于现代生活和工作是非常重要的。

本书覆盖了我国目前普遍使用的交际英语的各种类型,从家书私信、邀请信、祝贺信、介绍信,到请柬、告示、求职信、申请书、证书等等,应有尽有。对于不同的类型,都配有具体写作要求、最佳选择句式和范例。这样,读者如需写哪类文章,只要查到相应的章节,其行文格式、惯用句式及作文范例便一目了然了。为了使读者能更好地掌握各类交际英语作文的真谛,我们还对每篇范文作了简明的点评,或揭示行文要点,或授之以巧妙的措辞。通过这种“要求→句式→范例→点评”的模式,我们期望能给广大读者描绘一幅交际英语应用文的全景,使他们查得着,学得快,写得好。

限于水平,疏误在所难免,敬请批评指正。

徐广联

记于南京四知斋

内 容 简 介

本书覆盖了我国目前普遍使用的交际英语的各种类型,从邀请信、感谢信、祝贺信、慰问信,到请柬、求职信、证书等等。对于每种作文类型,都从写作要求、最佳句式和写作范例三个方面加以阐述。读者如要写某个类型的文章,只需阅读相应的章节,其行文格式、惯用语句、写作要点便历历在目了。

本书供大专院校学生及从事涉外商贸、涉外交流、出国留学的人士使用。

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