

# 《商务英语函电(第2版国际商务专业中等职业教育 国家规划教材)》

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本书是中等职业学校国际商务专业国家规划教材，是在2002年出版的《商务英语函电》基础上修订而成的。教材修订时主要注意了以下几个方面：1. 针对中等职业学校学生特点，降低知识难度，在内容上进行削减，突出实践能力的培养，尽量使本教材实用、简明，适应当前经济发展和教学需要。

2. 调整教材部分单元内容，增加训练、练习内容，并附有专用术语词汇表。3. 为方便教学、增强学习效果，本教材在第二版出版的同时，出版与其配套的《商务英语函电习题集》。在习题集中设有练习题、教材课文译文和注释，以及综合模拟试题等。

## 内容简介

本书是中等职业教育国际商务专业国家规划教材《商务英语函电》第二版，是在原教材基础上修订而成的。本书编写以训练学生正确运用国际贸易知识来处理往来函电的基本能力为主，包括12单元内容，并附词汇表。本书内容新颖，课文浅显易懂，样信简洁，词汇尽量贴近国际贸易实际，关键词反复出现。本书可供中等职业学校、五年制高职国际商务专业的学生使用，也可作为相关行业培训教材或自学用书。

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