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Practical Writing (revised edition) Xu Zhongyu Higher Education published(Chinese Edition)

By XU ZHONG YU

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Summary

----- book from colleges market-oriented employment-oriented reality needs departure is committed to developing the writing skills of college students practical style to adapt them to the written communication needs of today's information society. The book is the first edition details the specific requirements and methods of official documents. transaction. information. finance and public relations etiquette stylistic writing. The revised increase in accordance with the spirit of the relevant documents of the State Council. the latest official documents. selection of the latest model essay. thesis writing. cover letter. resume reflects the stylistic era. and attached to the practice. in the do while versatility also consider the characteristics of the different institutions of professional settings. The book is suitable for students of the colleges and universities to learn to use. Directory

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Reviews

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