

《研究生英语自主阅读》

图书基本信息

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内容概要

《研究生英语自主阅读2》所有文章均选自英美原文，语言地道，表达纯正。《研究生英语自主阅读2》大多数文章选自最新出版的英语读物，具有鲜明的时效性。《研究生英语自主阅读2》对语言信息来源进行了综合考量，针对研究生英语学习的不同层次需要，涵盖普通阅读、学术英语阅读及训练、学位英语考试演练、英语美文和幽默欣赏等不同范畴，各部分既相对独立，又互为补充，相得益彰。

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书籍目录

Unit One General Reading : Inaugural Address Special Purpose Reading : How to Write a Welcome Letter Test-based Reading Pleasure Reading. The Happy Door Unit Two General Reading : A Shot at Cancer Special Purpose Reading : How to Write an Invitation Letter Test-based Reading Pleasure Reading : Perseverance Unit Three General Reading : Hype or Beautiful Science? Special Purpose Reading : How to Write an Application Letter Test-based Reading Pleasure Reading : Three Passions I Have Lived for Unit Four General Reading : Agriculture's Two-edged Sword Special Purpose Reading : How to Write a Recommending Letter Test-based Reading Pleasure Reading : The Love of Beauty Unit Five General Reading : Radiation and Human Health Special Purpose Reading : How to Write a Replying Letter Test-based Reading Pleasure Reading ; Happiness Is a Journey Unit Six General Reading : What Animals Shall We Imitate? Special Purpose Reading : How to Make an Opening Speech Test-based Reading Pleasure Reading : Home Unit Seven General Reading : Girl Brain , Boy Brain? Special Purpose Reading : How to Write an Introduction Letter Test-based Reading Pleasure Reading : The Four Freedoms Unit Eight General Reading : The Hidden Benefits of Exercise Special Purpose Reading : How to Write a Report Test-based Reading Pleasure Reading. Every Mountain Has a Peak Unit Nine General Reading. Holding Colleges Accountable : Is Success Measurable? Special Purpose Reading : How to Write a Contract Test-based Reading Pleasure Reading : "Packaging" a Person Unit Ten General Reading. The Essence of Science and Technology Special Purpose Reading : How to Write a Resume Test-based Reading Pleasure Reading : True Nobility Answer Keys & Translation Unit One Unit Two Unit Three Unit Four Unit Five Unit Six Unit Seven Unit Eight Unit Nine Unit Ten

章节摘录

To illustrate how to write replying letters , the following know-how of writing a replying letter for business inquiry is to be exemplified. When replying to a letter of inquiry from clients , associates , customers or colleagues , it is important to maintain an appropriate amount of formality. Your written communication may very well be the first and possibly only correspondence between you and the original sender , so making a good impression is crucial. Do exactly as the following guidelines show to make sure that you put your best face forward.

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