

《新编商务英语写作（第2册）》

图书基本信息

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前言

《商务英语写作（1）、（2）》自2000年8月初版以来，在不少学校用了多轮，广大专家和读者对本书提出了许多宝贵的批评和建议。这些批评和建议，集中到一点，就是本书的语言有些偏难，学生不易理解。据此，我们对本书进行了修订。《商务英语写作（2）》的体例基本上没有什么变化。所作的修改可用“一减一增”来概括。“一减”是减掉了原来较为晦涩难懂的说明和例句，由于篇幅关系，每课后面的More samples部分则一概删掉，而增加的则是少量中文说明。限于原书的框架，没有对本书做伤筋动骨的“改造”。所以，本书远没有改到“面目全非”的地步。本教材的教学目标也没有改变，所以教师可以按既定的教学计划实施教学。相信本新编版能更加贴近高等职业学校、高等专科学校和成人高等学校英语专业的实际，更加方便广大师生的教学。当然，由于种种限制，本书远远没有达到理想的程度。事实上，任何修订都可能引起新的问题。因此，我们热切地希望广大专家和读者对本书提出新的批评和建议，以便我们进一步改进。

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内容概要

《新编商务英语写作2》为“新编商务英语系列丛书”之一。第1册为“基础英语写作”，该册内容涵盖选词、造句、段落的写作以及各类体裁文章的写作。第2册为“商务英语写作”，内容分为商务文件的写作和公司内部的报告和合同写作等。本教材适用于商务英语专业的学生。

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章节摘录

1.2.3 Leasing Contract (租赁合同) Under a leasing contract, the owner of a property, or lessor (出租人), gives the exclusive (独家的, 专有的) right of the use of that property to someone else, the lessee (承租人). But the ownership of the leased property never passes from the lessor to the lessee. (出租财产的所有权并未从出租人转移至承租人。) In leasing contracts, the primary object is the lease of the property. Some contracts provide the lessee with all option (选择权) to buy the property concerned. An option to buy the leased property must be agreed upon in advance. This type of arrangement is being increasingly used when very expensive equipment is involved, such as aircraft and ships.

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