

《文秘英语》

图书基本信息

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内容概要

《文秘英语》专门用途英语系列教材是教育部规划的高等学校专业英语阶段的英语教材，可供高等院校本、专科学生及高等职业院校学生第三学年或第四学年使用，也可供电大、各类成人院校及广大社会从业人员学习英语、掌握相关行业实用写作文体、实用口语，提高涉外业务交际能力使用。《文秘英语》是该系列教材之一。《文秘英语》从文秘专业人员实际工作的需要出发进行设计和编写。选材新颖、点面结合、内容丰富、语言规范；练习兼具实用性和针对性，易于操作。

全书由10个单元组成，每单元包括“阅读与翻译”、“模拟套写”和“听力与会话”三部分。书后附有练习参考答案和课文参考译文。

《文秘英语》配有录音磁带。

作者简介

Bjarne Stroustrup is the designer and original implementor of C++ and the author of the C++ Programming Language (first edition 1985, second edition 1991, third edition 1997) The Annotated C++ Reference manual, and The Design and Evolution of C++. A graduate of the University of Aarhus, Denmark, and Cambridge University, England, Dr.Stroustrup is currently the head of At &T Labs Large-Scale Programming Research Department, and AT&T Fellow, and AT&T Bell Laboratories Fellow, and an ACM fellow. His research interests include distributed systems, operating systems, simulation, design, and programming. He is Editor for Addison-Wesleys C++ In-Depth Series.

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