

《外贸函电与单证历练教程》

图书基本信息

书名：《外贸函电与单证历练教程》

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内容概要

《外贸函电与单证历练教程》共分3个学习情景，以3种典型的业务案例，结合国际贸易实务的各个环节，通过对业务知识的简明介绍，引入相关函电的写作与单证的缮制，使学习者能够将国际贸易实务的知识和相关专业英语融会贯通，从而熟练掌握和运用不同业务背景下的函电写作和单证制作。书中通过实例业务的工作流程介绍外贸函电的特点、格式、结构和各种必备单证的要点、格式、结构，每个模块都辅以注释及正式或非正式文体的函电写作技巧，同时还配有练习题，具有渐进性、系统性和实用性。

《外贸函电与单证历练教程》的主要读者对象为高职高专商务英语专业、国际商务专业、国际贸易专业的学习者或英语专业二、三年级的学习者，也可用作外企白领阶层的自学用书。

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书籍目录

Module 1 Business Correspondence and Documents under T / T+FOB Learning Objectives Case Study of Transaction under T / T+FOB . Establishing Business Relations of Both Sides . Enquiry and Offer. . Counter—offer and Counter Counter . offer . Placing Order and Sending S / C . Making Commercial Invoice . Making Packing List. . Certificate of Origin . Pressing for Payment and Urging Shipment . Making Export Commodities Inspection Certificate . Making the Customs Declaration Business Letter Writing Stylistics () Drill ()

Module 2 Business Correspondence and Documents under L / C+CIF Learning Objectives Case Study of Transaction under L / C+CIF . Establishing Business Relations of Both Sides . Enquiry and Offer . Counter . offer and Counter Counter . offer . Placing Order and Sending S / C . Pressing for Opening L / C and Urging Shipment . Making Commercial Invoice . Making Packing List . Insurance Policy . GSP Certificate of Origin Form A . Asking Amendment to IMC and Expecting Shipment . Making Export Commodity Inspection Application . Making the Customs Declaration . Making Shipping Advice . Bill of Lading . Making Beneficiary's Certificate . Making Bill of Exchange . Claim and Settlement . Business Letter Writing Stylistics () Drill ()

Module 3 Business Correspondence and Documents under L / C & D / P+CIF Learning Objectives Case Study of Transaction under L / C & D / P+CIF . Exchanging Business Letters or Emails . Notification of L / C and L / C Application . Making Commercial Invoice . Making Packing List . Making Order for Shipping Space . Making Application for Insurance . Applying for GSP Certificate of Origin Form A . Making Export Commodity Inspection Application . Making the Customs Declaration . Making Shipping Advice. . Bill of Lading . Making Beneficiary's Certificate . Making Bill of Exchange . Applying for Verification of Foreign Currencies Business Letter Writing Stylistics () Drill ()

单据
附录

《外贸函电与单证历练教程》

编辑推荐

《外贸函电与单证历练教程》内容先是以教师为主导向学生解读外贸案例中的英语函电特点和商务单证要点，后是以学生为主体操练外贸业务员（跟单员或单证员）所经历的函电写作和单据制作。《外贸函电与单证历练教程》通过实例业务的工作流程介绍外贸函电的特点、格式、结构和各种必备单证的要点、格式、结构，每个模块都辅以注释及正式或非正式文体的函电写作技巧，同时还配有练习题，具有渐进性、系统性和实用性。

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