



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

By XU ZHONG YU

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pub Date: 2004-06 Publisher: Higher Education published information title: Practical Writing (revised edition) List Price: \$ 25.00 Author: Xu Zhongyu editor of Press: Higher Education Press Publication Date: 2000-7-1ISBN: 9787040148701 Number of words: 500000 Page: 346 Edition: 2 Binding: Paperback Editors' Choice -------

------ Summary -----

-------book from colleges marketoriented 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

compiled..

Reviews

Comprehensive manual for pdf fans. It is full of wisdom and knowledge You will like how the writer publish this book.

-- Mr. Ezequiel Rolfson

This composed pdf is fantastic. It normally will not expense too much. You will like how the writer write this publication.

-- Dr. Jerald Hansen