

汇丰银行商务写作教程（1）PDF转换可能丢失图片或格式，
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https://www.100test.com/kao_ti2020/227/2021_2022__E6_B1_87_E4_B8_B0_E9_93_B6_E8_c85_227557.htm 这是汇丰银行内部培训员工用的写作课程。它把写作分为五步：计划、组织、草稿、修改和编辑。分成8章讲解。讲解的时候举具体的例子做示范，对提高商务写作能力很有帮助。今天我们先来了解一下教程的体系和学习计划。 HSBC Writing Course--"Writing for Results" Chapter 1 Plan your writing Chapter 2 Organise your writing Chapter 3 Draft and revise your writing to make it complete Chapter 4 Revise your writing to make it cohesive Chapter 5 Revise your writing to make it clear and concise Chapter 6 Revise your writing to make it courteous Chapter 7 Structure difficult letters Chapter 8 Edit your writing Introduction Welcome to "Writing for Results", a course that can help you enhance your English writing skills. HSBC has designed this course for its staff in the Asia Pacific region. HSBC staff study this course to improve the e-mails, memos, faxes and letters they write at work. If you've never written business documents before, you'll find this course extremely useful. Even if you're familiar with business writing, this course can still help you. "Writing For Results" will help you write in a modern style. By the end of this course you'll be able to write business documents that are: better organized, more complete, clearer and more concise, more courteous, more correct. The most important feature of the Writing Process is its five stages: plan--organize--draft--revise--edit Good writers follow the five

stages of the Writing Process to--meet their readers expectations--get the results they want. 转贴于：考试大_商务英语考试 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com