



## The modern secretary textbook series: Business writing instruments and processing(Chinese Edition)

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By LU YING . CUI DE LI. JI RUI HUAN

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: 2004 08 Pages: 327 Language: Chinese in Publisher: Renmin University of China Press modern secretary textbook series: Business writing instruments and processing is a study of the writings of philosophical analysis and reasoning of public administration through Dual Structure of the establishment of the framework of a series of philosophical analysis. objectivity examine all aspects of the system of public administration. through philosophical analysis. suggesting that the tripartite structure of the administrative system; determine the public areas of non-exchangeable; pointed out that the public power ; explores the the power restriction ethical ways; distinguish the direction of administrative reform theory misunderstanding and administrative reforms. advocated the establishment of a boot-government functions. Thinking on the ethics of public administration. research. public administration. justice. democracy and scientific issues. pointed out that the chief executive of Contents: Chapter understanding of the instruments and business documents Section I recognize instruments Section II Chapter II Document Writing understanding of business documents Section II of the ABC Section I recognize the features and functions of the Document Writing clear Document Writing elements...

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