

<<商业基础用语 (练习册) >>

图书基本信息

书名：<<商业基础用语 (练习册) >>

13位ISBN编号：9780194572101

10位ISBN编号：0194572102

出版时间：1995-11

出版时间：Oxford University Press

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页数：93

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内容概要

Business Basics is a complete first course in English for business. Care has been taken to ensure that the material is up-to-date and credible: real companies and business people are featured wherever possible, and the course's content will be relevant and interesting for everyone wanting their language study to have a business focus. The main component of the course is the Student's Book, which includes a grammar summary, role-play notes, a glossary, and the tapescripts. The Teacher's Book includes classroom notes, answers to the exercises, and an annotated version of the tapescript.

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书籍目录

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2 Preparing a trip  
3 Away on business  
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5 New developments  
6 Arrangements  
7 Describing and comparing  
8 Success stories  
9 Dealing with problems  
10 People at work  
11 Getting a job  
12 Working in the nineties  
ANSWER KEY

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