

<<抢救上班族英语>>

图书基本信息

书名：<<抢救上班族英语>>

13位ISBN编号：9787030288950

10位ISBN编号：7030288955

出版时间：1970-1

出版时间：科学出版社

作者：LiveABC

页数：286

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

<<抢救上班族英语>>

内容概要

本书精选了122封美国资深专业经理人、白领职员及工程师所撰写的真实商务信件，包含各类主题与代表性产业的实物范本，如办公运作、报价、采购、合约、订单、感谢邓各类内容。涵盖书信、传真及电子邮件三大类。一本在手，满足您商务写作的所有需求。

<<抢救上班族英语>>

书籍目录

前言Chapter One OfficeUnit One Human Resources人力资源A.Recommendation Letter推荐信B.Background Sketch自我介绍C.Hiring聘用I.Employment Offer Letter聘用函II.Rejection Letter未录取通知D.Payroll薪资Unit Two Administration办公室管理A.Reallocation of Tasks重新分配工作B.Office Policies办公室规定Unit Three Liaison/Communication联络A.Advance Notice Before Taking Leave休假通知B.OurGo-ToGuy联系渠道C.Operating Procedures运作模式D.Miscellaneous Works报告杂事Unit Four Financial Matters财务A.Budgetary Control预算控制B.Request for a Fund Transfer要求汇款C.Expenditure Breakdown支出明细Chapter Two Agents/AgenciesUnit One Business Plan运营计划书Unit Two Operations实际运作A.Operation Plan运营计划B.Business Opportunities合作机会C.Agency Contracts代理合同Unit Three Company Profile公司简介Unit Four Networking扩展商机Chapter Three Standard Kinds of LettersUnit One Congratulation祝贺A.Engagement订婚B.Newborn Baby喜获麟儿C.Anniversary周年纪念D.Sales Growth业绩增长E.New Year新年Unit Two Appreciation感谢A.Hospitality殷勤招待B.Receiving Gifts接受礼物C.Hard Work辛勤工作Unit Three Complaints抱怨A.Communication Failure沟通不良B.Mishandling of Faxes未妥善处理传真C.Unprofessional Behavior不专业的行径D.Policy Issues政策问题Unit Four Apologizing道歉A.Late Response延误回信B.Shipment Confusion出货混乱C.Misplaced Shipment货物遗失Unit Five Welcome Aboard迎新A.Introducing a New Employee介绍新成员B.Orienting New Staff使新员工适应环境C.Extending a Welcome欢迎新人Unit Six Farewells道别A.Signing Off离职B.Thanking Coworkers感谢同事C.Wishing Someone Well献上祝福D.Farewell Memo道别短笺Unit Seven Condolences吊唁A.To a Grieving Client向客户致哀B.To a Deceased Workers Family向已故的同事家属致哀C.Drafting a Condolence Letter草拟哀悼信Unit Eight Expressing Concern表达慰问A.Earthquake地震B.Surgery手术C.Car Accident车祸Chapter Four Sourcing/QuotationsUnit One Vendor Sourcing&Survey寻找及拜访供货商A.Vendor Survey Report供货商视察报告B.Looking for Suppliers寻找供货商Unit Two Component/Assembly Sourcing采购零组件A.Material Procurement原料采购B.PCB Sourcing采购印刷电路板C.Die-Cast Part Sourcing采购压铸零件Unit Three Quote Inquiries询价A.Initial Business Talks初步商业会谈B.Request for a Quotation要求报价C.Request for Inspection Services要求检验服务Unit Four Information for Quoting报价所需信息A.Request for Information索取信息B.Product Requirements产品要求Unit Five Quote Formalization正式报价A.Product Quote产品报价B.Service Quote服务报价C.Revised Quote修正报价Unit Six Quote-Follow-up报价后续追踪A.Keeping in Touch保持联系B.Renegotiation再次协商Chapter Five Production/ManufacturingUnit One Product Evaluation产品评估Unit Two Product Development产品开发A.Project Update项目最新进展B.Product Development Status产品开发现状Unit Three Orders订单A.Confirming Order Details确认订单细节B.Placing an Order下订单Unit Four Packaging包装A.Artwork Review检查包装设计图B.Printing Requirements印刷要求C.Packaging Material包装材料Unit Five Samples样品A.Limit Samples限度样品B.Sample Requests样品需求C.sample Inspection样品检验D.Sample Shipment样品出货Chapter Six QualityUnit One Inspection Scheduling安排检验时间A.Scheduling Inspections with Suppliers和供货商敲定检验时间B.Scheduling Inspections with Customers和客户敲定检验时间Unit Two AQL&Fault List可接收质量标准及质量瑕疵清单A.Definition of AQL可接收质量标准的定义B.Fault List质量瑕疵清单Unit Three Fault List Sample质量瑕疵清单实例Unit Four Incoming Quality Control进料(货)品管A.Inspection Plan检验计划B.Course of Action行动方案Unit Five Outgoing Inspection出货检验A.Lot Inspection Problems批次检验问题B.Reinspection复检C.Outgoing Inspection Procedure出货检验程序Unit Six Defective Returns不良品退货A.Defective Return Policy退货机制B.Defective Return Audit不良品退货核查C.Return of Defective Products不良品退货Chapter Seven Travel/MeetingsUnit One Business Travel Plan/Itinerary出差计划/行程安排A.Meeting Up with Clients与客户会面B.Changing Plans变更计划C.Making an Itinerary规划行程D.Booking Tickets and Hotels预订机票和酒店Unit Two Factory Visit参观工厂A.Welcoming Customers欢迎客户B.Confidential Information机密C.Still Below Standard仍未达标Unit Three Visa Application/Renewal签证申请/更新A.Renewing a Visa更新签证B.Applying for a Visa申请签证C.Visa Complications签证问题Unit Four Meeting Minutes会议记录Chapter Eight Protecting the Company's InterestsUnit One

Confidentiality/Nondisclosure Agreements 保密协议 Unit Two Employment Contracts 聘用合同

<<抢救上班族英语>>

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>