

<<职场万用句>>

图书基本信息

书名：<<职场万用句>>

13位ISBN编号：9787030336101

10位ISBN编号：7030336100

出版时间：2012-3

出版时间：科学出版社

作者：LiveABC

页数：264

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>

## <<职场万用句>>

### 内容概要

360句排行榜热问句，12大最常见职场情境  
地道表达+类似说法+延伸学习，让你轻松说英语

## &lt;&lt;职场万用句&gt;&gt;

## 书籍目录

前言Foreword

如何使用本书User's Guide

. 开会简报Meetings and Presentations

No. 01-12 / TRACK 01 002 No. 13-24 / TRACK 02 010 No. 25-36 / TRACK  
03

. 出差与参展Business Travel and Conventions

No. 01-12 / TRACK 04 025 No. 13-24 / TRACK 05 036 No. 25-36 / TRACK  
06

. 接待与访谈Meeting Clients Face to Face

No. 01-12 / TRACK 07 054 No. 13-24 / TRACK 08 061 No. 25-36 / TRACK  
09

. 合约与代理权Contracts and Representation

No. 01-12 / TRACK 10 077 No. 13-24 / TRACK 11

. 议价下单Negotiating and Ordering

No. 01-12 / TRACK 12 096 No. 13-24 / TRACK 13 103 No. 25-36 / TRACK  
14

. 物流与装运Shipping and Transportation

No. 01-12 / TRACK 15 120 No. 13-24 / TRACK 16

. 营销活动Promotional Activities

No. 01-12 / TRACK 17 137 No. 13-24 / TRACK 18

. 银行往来Banking Matters

No. 01-12 / TRACK 19 155 No. 13-24 / TRACK 20

. 面试应对Interview Conversations

No. 01-12 / TRACK 21 174 No. 13-24 / TRACK 22 182 No. 25-36 / TRACK  
23

. 人事行政Personnel

No. 01-12 / TRACK 24 198 No. 13-24 / TRACK 25

. 电话英语Telephone Conversations

No. 01-12 / TRACK 26 214 No. 13-24 / TRACK 27

. 茶水间八卦Break Room Chatting

No. 01-12 / TRACK 28 230 No. 13-24 / TRACK 29 237 No. 25-36 / TRACK  
30

<<职场万用句>>

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>