

<<文秘情境英语口语>>

图书基本信息

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## <<文秘情境英语口语>>

### 内容概要

《中职中专文秘类专业规划教材：文秘情境英语口语》以“职业引领，情境导向，学生易学，教师易教”为编写原则，创设文秘工作情境，让学生在职业情境中学习、训练，提高学习英语的兴趣和在适当的场合运用合适的英语进行交流的能力。

全书分为接待服务、办公事务、会议服务和出行服务4大部分，包含16个单元，54个情境和89个对话，涵盖了文秘工作的主要内容和相关英语知识。每个情境除包含对话、生词、句型外，还加入了与主题相关的知识和小贴士，既可用于增加英语阅读量，也可用来扩大知识面，提高文秘职业素养。

书后附对话参考译文、练习参考答案及秘书工作中的常用词汇。

《中职中专文秘类专业规划教材：文秘情境英语口语》不仅适合中职文秘专业及其他相关专业课堂教学使用，也可作为初、中级文秘工作者、办公室工作者及现代服务业从业者的自学材料。

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