

<<服务业英语800句>>

图书基本信息

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内容概要

《服务业英语800句》分为8大部分：基础英语100句；文秘人员英语100句；出租车（公交车）司机英语100句；宾馆员工英语100句；营业员英语100句；餐馆服务员英语100句；美容康乐业从业者英语100句；物业管理英语100句，每部分有10个单元，每单元含基本句10个及相关口笔头练习数项，浅显易学，针对性强。

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书籍目录

PART ONE ELEMENTARY ENGLISH 100基础英语100句UNIT Greetings and Getting Acquainted (问候及结识) UNIT Telephone Manners (电话用语) UNIT Offering and Asking for Help (提供和请求帮助) UNIT Extending and Responding to Apology and Gratitude (道歉及道谢) UNIT Wishes , Congratulations and Consolations (祝愿、祝贺及安慰) UNIT Invitations and Appointments (邀请与约会) UNIT Giving Advice and Suggestions (忠告与建议) UNIT Persuasion , Agreement and Disagreement (劝说、同意及不同意) UNIT Asking and Showing Directions (问路及指路) UNIT Bidding Goodbye (道别) PART TWO ENGLISH 100 FOR SECRETARIAL STAFF 文秘人员英语100句 UNIT Receiving Visitors (接待访客) UNIT Taking Messages (记录口信) UNIT Making Appointments (安排约会) UNIT Dealing with the Office Routine (处理日常事务) UNIT Job Interviews (求职面试) UNIT Using the Telephone (接打电话) UNIT Planning a Business Trip (计划商务旅行) UNIT Arranging Conferences (安排会议) UNIT Interpreting at Conferences (会议翻译) UNIT Making Suggestions (提出建议) PART THREE ENGLISH 100 FOR TAXI/BUS DRIVERS 出租车 (公交车) 司机英语100句 UNIT Taking Taxi Orders (接受订车) UNIT Get in , Please (扬招上车) UNIT Ready to Start (准备出发) UNIT On the Way (行车途中) UNIT Traffic Jam (交通堵塞) UNIT Introducing the Attractions (旅游介绍) UNIT Tackling Emergencies (处理意外) UNIT Charging the Fare (收取车费) UNIT Bidding Goodbye (到站送客) UNIT On the Bus (公交车上) PART FOUR ENGLISH 100 FOR HOTEL STAFF 宾馆员工英语100句 UNIT Taking Room Reservations (接受订房) UNIT At the Reception Desk (在接待处) UNIT Bell Service (应接服务) UNIT The Business Center and the Central Switchboard (商务中心及总机服务) UNIT Foreign Currency Exchange (外币兑换) UNIT Housekeeping () (客房服务 (一)) UNIT Housekeeping () (客房服务 (二)) UNIT At the Hotel ' s Restaurant , Shopping Arcade , and Gym (在宾馆的餐厅、商场及健身房) UNIT Settling Complaints (解决投诉) UNIT At the Cashier ' s Desk (在收银处) PART FIVE ENGLISH 100 FOR SHOP ASSISTANTS 营业员英语100句 UNIT General Work Procedures (工作规范) UNIT At the Foodstuff Counter (在食品部) UNIT At the Pharmacy Counter (在药材柜) UNIT At the Art and Craft Department () (在工艺美术品部 (一)) UNIT At the Art and Craft Department () (在工艺美术品部 (二)) UNIT At the Textile and the Knitting-Work Department (在纺织品和毛线部) UNIT At the Garment Department (在服装部) UNIT At the Cultural and Recreational Department (在文化娱乐部) UNIT At the Cosmetics Department (在化妆品部) UNIT At the Bazaar (在小商品市场) PART SIX ENGLISH 100 FOR RESTAURANT WAITERS 餐馆服务员英语100句 UNIT Seating the Diners (迎宾就坐) UNIT Taking Orders for Chinese Cuisine (听点中菜) UNIT Taking Orders for Western Cuisine (听点西餐) UNIT Serving the Dishes (宴席上菜) UNIT Celebrations (喜庆活动) UNIT Chinese Breakfast (中式早餐) UNIT Western Breakfast (西式早餐) UNIT Settling Complaints (处理投诉) UNIT At a Bar (酒吧服务) UNIT Accepting the Payment (接受付款) PART SEVEN ENGLISH 100 FOR BEAUTY PARLOR AND CLUB STAFF 美容康乐业从业者英语100句 UNIT Deep Face-Cleansing (皮肤清洁) UNIT The Make-up () (化妆 (一)) UNIT The Make-up () (化妆 (二)) UNIT Hair Setting (理发) UNIT Hair Perm for Ladies (女士烫发) UNIT Hair Cutting for Men (男士理发) UNIT Our Recreational Club (康乐总汇) UNIT Sauna Bath and Swimming (桑拿浴与游泳) UNIT Bowling , Gongfu and Others (保龄球、功夫及其他) UNIT Singing and Dancing (音乐歌舞) PART EIGHT ENGLISH 100 FOR PROPERTY MANAGEMENT CLERKS 物业管理员英语100句 UNIT Lease () (租赁 (一)) UNIT Lease () (租赁 (二)) UNIT Recreational Facilities (娱乐设施) UNIT Premises Facilities (房屋设施) UNIT Move-in Procedures (入住手续) UNIT Premise Maintenance (物业维修) UNIT Service Center (服务中心) UNIT Convenient Store (方便店) UNIT Wishes , Congratulations and Consolations (祝愿、祝贺与安慰) UNIT Settling Complaints (处理投诉)

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章节摘录

1. (Mr.Brown) B : Miss Fang , I ' m planning a trip to Xi ' an.I ' d like you to make the necessary arrangements for me. (His Secretary Fang) F : Certainly , sir.When are you leaving and how would you like to go ?

I ' ll get in touch with the travel a-gency 布朗先生：方小姐，我准备去西安出差。

请你作一下必要的安排。

秘书方小姐：当然可以，先生。

您打算什么时候出发，想怎么走呢？

我将和旅行社联系。

2.B : Miss Fang , do you have my itinerary ready ?

F : Yes , Mr.Brown.Here it is. 布朗：方小姐，我的旅行计划你准备好了吗？

方：是的，布朗先生。

它在这儿。

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