

<<新剑桥商务英语（中级）>>

图书基本信息

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内容概要

《新剑桥商务英语(中级练习册)》为在学习商务英语的学者做好了充分的练习准备。

书籍目录

PERSON TO PERSON Interviews Meeting people Offers, requests and permission Checking information Present
tenses Opposites Reading: The perfect boss? Modal verbs What do you say? Vocabulary review PHONE CALLS
Interviews Telephone phrases Asking for clarification Leaving a message More telephone phrases Bad news and
apologies Reading: Mobile phones Past tenses Abbreviations Synonyms Articles and quantifiers What do you say?
Vocabulary review WRITING Interviews Adverbs and word order Reading: Spam Joining sentences and relative
clauses British and American English Punctuation and spelling Prefixes Vocabulary review EXCHANGING
INFORMATION Interviews Asking and answering Checking and giving details Answering difficult questions
Making arrangements Reading: First America, then the world Questions and question tags Suffixes-1 reported
speech Numbers What do you say? vocabulary review MEETINGS..... ENTERTAINING
VISITOR EXPLAINING AND PRESENTING ANSWERS AND TRANSCRIPTS

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