

<<文秘英语实训>>

图书基本信息

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### 内容概要

本书从培养秘书人才的英语实际应用能力出发，特别突出对口语和写作能力的培养。

全书分口语和写作两部分。

口语部分围绕秘书工作的日常活动展开，包括接待工作、接打电话、业务电话、会议安排、处理事务等五章，内容涵盖实际工作中的秘书实务，设置仿真情景对话、要点释义和经典句型，同时配上基础知识操练和培养实际运用能力相结合的练习，有利于学生巩固已学知识和情景口语表达，以便在实际工作中灵活运用已学知识和技能。

写作部分围绕秘书工作中的各类文书写作而展开，内容包括工作文书、礼仪文书、社交文书、人力资源文书和商务文书。

每种文书都用英文说明写作技巧和要点，并根据需要，每种文书编写2~3篇例文。

例文内容新颖、实用，形式多样，语言规范；注释充分体现重点、难点，以点带面，举一反三；练习既有基础语言知识操练，又有实践写作训练；重点句型是对每种文书写作中的常用语句进行归纳总结，以便学生实际运用。

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