

<<服务外包英语>>

图书基本信息

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## <<服务外包英语>>

### 内容概要

《服务外包英语》立足于服务外包行业，依据企业的典型工作主题设计教学内容。全书共有八个单元，涵盖听说读写四个部分。每个单元涉及一个主题，以职场工作流程、典型工作任务为主线，围绕主题来安排内容和设计任务，力求语言知识与职场技能相融合。本书涉及的主题包括Understanding Outsourcing、A Day at Work、Cultural Aspects、Communication Practices、Business Meetings、Dealing with Customers、Project Management与Career Development。每个单元由Starting Up、Listening & Speaking Skills Development、Reading、Writing、Mini-Project和Tips for Outsourcing Professionals六个部分组成。

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