

<<涉外秘书英语同步实训指导>>

图书基本信息

书名：<<涉外秘书英语同步实训指导>>

13位ISBN编号：9787303110681

10位ISBN编号：7303110682

出版时间：2010-8

出版时间：北京师范大学出版社

作者：蔡龙文，杨耀辉 主编

页数：149

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内容概要

本书从秘书职业资格的要求出发，将秘书业务和英语实用能力相结合，帮助学习者掌握秘书工作所需要的英文技能，重点培养读、写、译的能力。

全书分为十个项目，涵盖了秘书礼仪、日常工作、电话、日程行程安排、会议安排、内部外部交际、宴会安排以及档案管理等涉外秘书岗位的具体工作环节。

每个项目均从词汇、结构出发，同绕秘书英语考试的要点展开，通过读、说、听、写、译等多项训练，使学习者能够有针对性地系统学习，掌握秘书职业技能以及相关的各项语言技能。

书籍目录

Project 1 EtiquetteProject 2 Daily Work of a ReceptionistProject 3 Handling Phone CallsProject 4 Making Arrangements for BusinessProject 5 Arranging MeetingsProject 6 Internal CommunicationProject 7 External CommunicationProject 8 Banqueting GuestsProject 9 Filing Documents EffectivelyProject 10 Applying for a Secretarial JobKeys and Tapescript

章节摘录

Travel advances Some companies reimburse employees later ; others provide advance funds for traveling executives . With information supplied by your employer , you will be able to fill out the necessary company forms required for release of the advance . Personal checks A person who travels extensively usually has credit cards from the hotels where he or she stops or has a major national credit or charge card such as Visa , Master Card , or American Express . It is then easy to cash checks at the hotels . Traveler ' s checks These checks are usually available in denominations of ten . twenty , fifty , one hundred , one thousand , and five thousand dollars . Citibank of NY and Bank of America sell their own travelers checks ; other banks usually sell American Express Traveler ' s Checks . You can purchase them directly from the American Express Company . To purchase traveler ' s checks for your employer at his other bank , fill out the bank ' s application form , which provides a space for the total amount of checks and the denominations desired . Your employer may have to sign the checks in the presence of the bank ' s representative . This practice is not always required but is advisable for safety .

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