

<<"复旦卓越"高职高专公共英语>>

图书基本信息

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内容概要

《复旦卓越高职高专公共英语教材：前景实用英语综合教程3》从单元的横向来看，听、说、读、写、译等教学模块均统一于单元主题之下，符合综合性英语教材单元设计的普遍规律。其中，一般教材中主题统一难度较大的模块，如语法、听说、写作等模块在本系列教材中均最大程度地作了一体化设计，确保了单元内部语言表达的复现率。

从单元的纵向来看，个别模块除了横向统一于单元主题之下，还在纵向的八个单元中具有自身的内在线索，如听说、语法和写作（包括基础写作和实用写作）等模块的教学内容均按照一定的梯度，依循各自的线索逐次展开。

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章节摘录

Surviving the Business Dinner : An Interview with Roseanne Thomas I Have you ever had an interview over dinner that you thought went great , only to learn a big lesson the next day ?

Have you ever had lunch with a client who looked more and more physically ill as the meal progressed and then called you the next day to cancel your \$ 7 million contract ?

Maybe you're just a poor judge of your interviewer's reactions to your carefully worded responses. Or maybe , you blew it because you kept answering your cell phone during dinner³ while shoveling whole chicken breasts into your mouth.

2 The Harbus had the opportunity to run a few questions by Ms. Thomas , President of Protocol Advisors , and settle some burning debates on the fine art of business dining. 3 Harbus : Why is business dining such an important art to master and why is dining etiquette in particular so closely scrutinized ?

4 Roseanne Thomas : Business dining skills are critical as they speak to an individual's overall respect for others , attention to detail and concern for mastering all of the skills necessary for successful business dealings.

5 Studies tell us that the way we conduct ourselves in the dining room is at least as important as the way we conduct ourselves in the boardroom , and that our manners will be noticed and judged. 6 Harbus : What are the 5 most important things you need to remember when dining on business ?

7 RT : There are so many things we need to know !

Among the most important is being able to distinguish between a host's responsibilities and a guest's responsibilities. This knowledge will enable everyone to play his or her part to perfection. Other skills include knowing which fork to use and how to hold one's silverware , not talking when one's mouth is full , knowing how to handle accidents at the table , engaging appropriately in conversation , etc. 8 Harbus : Can you share some dining horror stories with us ?

What are the biggest embarrassing mistakes you have witnessed or heard of ?

9 RT : Horror stories abound !

Taking telephone calls during the meal , complaining about the food and/or expounding upon one's dietary preferences , allergies , political or religious reasons for not eating particular foods , etc. , drinking too much , not engaging in conversation , acting rudely toward the staff waiting on the table and so on. 10 Harbus :

Say you sit down to a business dinner with a job interviewer or a prospective client. They Order only a side salad or a small appetizer. Do you follow suit or succumb to your hunger and go for the steak ?

11 RT : If your job interviewer or prospective client orders only a salad or appetizer , you should do the same. We match them course for course and never want them to think our primary concern is scoring a free meal !

12 So there you have it folks , the tip of the iceberg that if minded carefully will prevent your business dinner from turning into a Titanic disaster.

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编辑推荐

《复旦卓越高职高专公共英语教材：前景实用英语综合教程3》以知识、文化与素质为核心，强化教材的教育功能，避免陷入“为英语而英语”的误区。同时也注重提高学生应对应用能力考试、商务英语考试和职业英语考试的能力。此书可以让学生的知识更扎实。

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