

<<跟老外学职场英语>>

图书基本信息

书名：<<跟老外学职场英语>>

13位ISBN编号：9787510039218

10位ISBN编号：7510039215

出版时间：2012-1

出版时间：世界图书出版公司

作者：盛丹丹，等编

页数：251

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

<<跟老外学职场英语>>

内容概要

《跟老外学职场英语》外教亲自讲授，超实用的点拨TIPS，最地道的表达，最纯正的发音。

我们是一套最简单的口语书！

我们是一套最实用的口语书！

我们是一套最街边的口语书！

我们是一套最贴心的口语书！

我们是一套最神秘的口语书！

我们是一套最全面的口语书！

<<跟老外学职场英语>>

书籍目录

Chapter 1 Job-huntingUnit 1 PreparednessUnit 2 Personal InformationUnit 3 Education BackgroundUnit 4 Career SkillsUnit 5 Language SkillsUnit 6 Personal AdvantagesUnit 7 Career ProspectsUnit 8 Working ExperienceUnit 9 Reasons for LeavingUnit 10 One's ResourceUnit 11 Pay and RemunerationUnit 12 About AvailabililyUnit 13 The Result of Job-huntingChapter 2 First Day in OfficeUnit 1 Company ProfileUnit 2 Going to WorkUnit 3 Optional Practical TrainingUnit 4 Signing a ContractUnit 5 Welfare and RemunerationUnit 6 Job ResponsibilitiesUnit 7 Getting to Know ColleaguesUnit 8 Welcoming NewcomerUnit 9 Assigning WorksUnit 10 OrientationUnit 11 Company Retreatsunit 12 InstitutionsUnit 13 BrainstormUnit 14 Job RequirementUnit 15 Working Pressure mtChapter 3 Daily AffairsUnit 1 FoxesUnit 2 LettersUnit 3 Online WorkUnit 4 Typing and CopyingUnit 5 FilingUnit 6 NoticingUnit 7 Business CallsUnit 8 Telephone MessagesUnit 9 Arranging TripsUnit 10 Reporting WorkUnit 11 Office SuppliesUnit 12 Expense ReimbursementUnit 13 CommunicationChapter 4 Public Relations EventUnit 1 Calling On a CustomerUnit 2 Receiving VisitorsUnit 3 Business VisitUnit 4 Company IntroductionUnit 5 Product InformationUnit 6 Media PlanningUnit 7 Business InvitationUnit 8 Products ShowUnit 9 After ServiceUnit 10 Sales PromotionUnit 11 Handling ComplaintsUnit 12 Nonconforming MaterialUnit 13 CooperationUnit 14 Marketing ResearchUnit 15 Enhance the ReputationUnit 16 Product LaunchUnit 17 Crisis TransactionUnit 18 Trade ShowChapter 5 Business MeetingUnit 1 Data PreparationUnit 2 Meeting ArrangementUnit 3 Meeting NoticeUnit 4 In SessionUnit 5 The AgendaUnit 6 Taking MinutesUnit 7 DiscussionUnit 8 Progress MeetingUnit 9 Proposing SuggestionsUnit 10 Making a SummaryUnit 11 Closing the Meeting.....Chapter 6 The Personnel ManagementChapter 7 Office EtiquetteChapter 8 Interpersonal

<<跟老外学职场英语>>

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>