

<<软件外包行业英语>>

图书基本信息

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内容概要

《软件外包行业英语》由九个单元组成，涉及外包简介、沟通技能、客户服务、组织会议、团队合作、管理时间、解决问题、外包流程及外包未来等方面信息。每单元一个主题，分为八个部分。

书籍目录

Unit 1 Knowing Outsourcing IndustryText A IT OutsourcingText B How to Leverage Outsourcing Partners to Enter the Chinese Software MarketWriting Acceptance LetterUnit 2 Communication in Software OutsourcingText A The Importance of Communication in Outsourcing CompaniesText B Why You Need to Get Your Message AcrossWriting Invitation LetterUnit 3 Handling ClientsText A Five Ways to Find Outsourcing ClientsText B How to Deal With Written Complaints in Business?Writing Complaint LetterUnit 4 Managing MeetingsText A Why So Many Meetings Are Required to Manage Vendor RelationshipText B Format and Structure of a Formal MeetingWriting Memorandum and Notice of MeetingUnit 5 Building TeamworkText A Software Outsourcing Developing Your Software Faster and BetterText B How to Make Better Team Work?Writing Apology LetterUnit 6 Managing Time in OutsourcingText A Time Management in the Outsourcing IndustryText B Time Management: Discover 7 Ways to Best Manage Your TimeWriting Refusal LetterUnit 7 Solving ProblemsText A Three Vital Considerations before Outsourcing Work Can BenefitText B Top Five Outsourcing Problems and Strategies for ResolutionWriting Follow-up LetterUnit 8 Understanding ProcessingText A Things to Bear in MindText B Nine Stages of the Outsourcing Life CycleWriting Business ProposalUnit 9 Meeting with the FutureText A 2010 Predictions for the Outsourcing IndustryText B How does China Presently & Future Rank in the World Outsourcing Market?,Writing Thank-You Letter

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编辑推荐

《软件外包行业英语》旨在使大学生用英语了解软件外包行业的主要环节，培养和提高用英语在IT领域交流的语言应用能力。

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