

<<带本英语去上班>>

图书基本信息

书名：<<带本英语去上班>>

13位ISBN编号：9787561171264

10位ISBN编号：7561171269

出版时间：2012-10

出版时间：大连理工大学出版社

作者：李明 编

页数：304

字数：180000

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>

<<带本英语去上班>>

内容概要

安卓手机用户打开光盘安装应用。

iphone、itouch、ipad用户在APP Store中搜索“手机英语随身宝”下载应用程序。

超过瘾的学习体验！

开始吧！

《带本英语去上班》由李明主编，配有独家手机英语口语练习软件，支持iphone手机系统。

手机练听说+随手书+易查阅=英语口语绝配。

《带本英语去上班》是您应对外出上班英语口语的不二之选，特别适宜随身携带，不会成为您出行的累赘。

<<带本英语去上班>>

书籍目录

第一章 求职面试

1. resume
2. reaso for applying jobs
3. applying for jobs on the internet
4. telephone interview
5. interview etiquette
6. opening remarks
7. welfare treatment
8. discussing the commencement
9. accepting the job

第二章 职场新人

1. reporting for job
2. knowing colleagues
3. adapting to the working environment
4. learning about job requirements
5. working itructio
6. being familiar with the office equipment

第三章 日常工作

1. making and awering phones
- .2. a daily schedule
3. arranging meeting
4. handling lette
5. sending a fax
6. copying and typing
7. e-mail
8. keeping messages
9. booking flight tickets
10. making room reservatio
11. arranging business trips
12. arranging interviews
13. making appointments
14. receiving visito
15. contacting clients
16. seeing offclients
17. treating clients
18. presenting gifts
19. staff training
20. handling complai
21. claiming compeation
22. after-sale service
23. publishing notice
24. ordering products
25. being late

第四章 与同事相处

1. morning greetings

<<带本英语去上班>>

2. teamwork
3. asking for help
4. asking for advice
5. covering for someone
6. answering telephone
7. having lunch together
8. shopping together
9. colleague's wedding
10. colleague's birthday
11. colleague's promotion
12. dinner invitation
13. colleague's resignation
14. colleague's illness
15. sympathizing colleagues
16. falling into contradiction
17. asking for apologies
18. festivals
19. saying goodbye

第五章 与领导相处

1. showing respect and appreciation
2. showing discontent
3. accepting assigned work
4. reporting work
5. being praised
6. being criticized
7. putting forward suggestions
8. requesting a promotion
9. asking for resignation
10. applying for job transfer
11. asking for a pay raise
12. asking for retroactive pay
13. asking for leave
14. inquiring about bonus
15. being fired

第六章 办公室闲谈

1. discussing payment of work
2. discussing job hopping
3. discussing further study and going abroad
4. discussing commuting for work
5. discussing food security
6. discussing office romance

第七章 休闲娱乐

1. health cares
2. playing cards and chess
3. doing yoga
4. playing sports
5. dancing

<<带本英语去上班>>

6. show biz
7. travelling
8. going to karaoke
9. listening to music
10. having massage
11. going shopping
12. x-games
13. camping and outing
14. at the bar
15. at the parties
16. going to movies
17. going vacatio
18. surfing the internet
19. watching dramas

<<带本英语去上班>>

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>