

<<秘书英语>>

图书基本信息

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### 内容概要

本书根据商务企业涉外秘书主要工作任务与典型职业活动需要编排教学内容，重点突出涉外秘书商务函件、会务组织、事务处理等工作内容，按项目任务驱动、情景案例先导等新型高职教育理念编排单元教学内容，并强化了相应的实践实训环节，以突出高职教材的应用性与技能性特色。

本书注重知识与技能、语言与文化的结合，既有利于培养文秘专业学生运用英语的交流能力、跨文化交际能力，也有利于培养学生的思维能力、迁移能力和职业能力。

通过对本书的学习，可提高涉外文秘、文秘专业及其他专业学生从事涉外秘书工作时必备的英语听、说、读、写、译的实践能力。

本书由国家示范性高职院校相关专家与涉外企业资深秘书合作开发，是“高职高专商务英语类专业规划教材”之一。

不仅可作为文秘专业、涉外文秘专业相关课程主教材，也可作为在职人员学习和从事涉外文秘工作的参考用书。

## 书籍目录

Unit 1 Receiving Visitors Part Read and Talk Conversation 1 Receiving Visitors Conversation 2 Dinners and Banquets Conversation 3 Seeing Visitors off Part Practical Writing 1. Toast 2. Welcome Speech and Answering Speech 3. Farewell Speech and Send-off Speech 4. Visitors Registration Form Part Exercises Part Supplementary Reading Getting Some Knowledge of a Secretary

Unit 2 Entertaining Guests Part Read and Talk Conversation 1 Recreational Activities Conversation 2 Arranging Sightseeing Conversation 3 Shopping Part Practical Writing 1. Itinerary 2. Greeting Card 3. Letters of Congratulations 4. Tour Guide Speech Part Exercises Part Supplementary Reading What Makes an Efficient Secretary?

Unit 3 Phones, Faxes and E-mails Part Read and Talk Conversation 1 A Business Call Conversation 2 Booking Tickets Conversation 3 Hotel Reservation Part Practical Writing 1. Telephone Message 2. E-mail 3. Faxes Part Exercises Part Supplementary Reading The Traditional and Modern Offices

Unit 4 Invitations Part Read and Talk Conversation 1 Invitation to a Dinner Conversation 2 Invitation to a Trade Fair Conversation 3 Declining an Invitation Part Practical Writing 1. Invitation and Reply 2. Letters of Invitation 3. Visiting Card Part Exercises Part Supplementary Reading Social Customs about Invitations in America

Unit 5 Plans, Reports and Summaries Part Read and Talk Conversation 1 Discussing Plans Conversation 2 Making Schedules Conversation 3 Giving Reports Part Practical Writing 1. Plan 2. Report 3. Summary Part Exercises Part Supplementary Reading Diaries and Planning

Unit 6 Conferences and Exhibitions Part Read and Talk Conversation 1 Meeting Arrangements Conversation 2 During the Interval of the Meeting Conversation 3 Attending the Exhibition Part Practical Writing 1. Notifications of Meetings 2. Agendas 3. Minutes Part Exercises Part Supplementary Reading How to Take Minutes

Unit 7 Filing Management Part Read and Talk Conversation 1 Filing System Conversation 2 Filing Instructions Conversation 3 E-Filing Part Practical Writing 1. Memorandum or Memo 2. Bill and Form 3. Notice Part Exercises Part Supplementary Reading How to File Catalogues from Potential Suppliers Efficiently

Unit 8 New Product Launch Part Read and Talk Conversation 1 Preparing for New Product Launching Conversation 2 Issuing the Information about the New Product Conversation 3 Q--A Session Part Practical Writing 1. Press Release 2. Poster Part Exercises Part Supplementary Reading Advertising a Product on the Internet

Unit 9 Business Correspondence Part Read and Talk Conversation 1 Inquiry and Offer Conversation 2 Counter-Offer and Counter-Counter-Offer Conversation 3 Payment and Delivery Part Practical Writing 1. Enquiry 2. Offer 3. Counter Offer Part Exercises Part Supplementary Reading Inquires and Offers

Unit 10 Business Negotiations, Contract and Agreement Part Read and Talk Conversation 1 Business Negotiations Conversation 2 Signing a Contract Conversation 3 After the Agreement Part Practical Writing Contract and Agreement Part Exercises Part Supplementary Reading How to Write an Effective Contract

Unit 11 Complaints, Adjustments and After-sales Services Part Read and Talk Conversation 1 Complaints Conversation 2 Adjustments Conversation 3 After-Sales Services Part Practical Writing Letter of Complaint or Claim and Their Replies Part Exercises Part Supplementary Reading What You Need to Know for Writing an Apology Letter

Unit 12 Job Hunting Part Read and Talk Conversation 1 Before the Interview Conversation 2 At the Interview Conversation 3 Follow up the Interview Part Practical Writing 1. Letters of Job-application 2. Resume Part Exercises Part Supplementary Reading Jobs Rethink Necessary

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