

<<职场英语应急口语900句>>

图书基本信息

书名：<<职场英语应急口语900句>>

13位ISBN编号：9787808216437

10位ISBN编号：7808216437

出版时间：2010-1-1

出版时间：中国宇航出版社

作者：黄瑞锋

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>

<<职场英语应急口语900句>>

内容概要

汉语是世界上最难学的语言之一，我们中国人连这么难的语言都能轻松掌握，更何况英语这么一门简单的语言呢。

本套书精选现代生活中人们最关心最实用的话题，助您的生活、职场、交际、旅游、商务活动中侃侃而谈，脱颖而出！

<<职场英语应急口语900句>>

书籍目录

一 与同事相处 Getting along with colleagues

上班寒暄 Morning Greeting

下班告别 Saying Goodbye

相约午餐 Having Lunch Together

相约购物 Shopping Together

无奈加班 Working Overtime

请人代班 Covering for Somebody

代接电话 Answering the Telephone

转告留言 Passing on the message

欢迎新人 Welcoing Newcomers

请求帮助 Asking for Help

征求意见 Asking for opinions

团队合作 Teamwork

小组讨论 Panel Discussion

陷入矛盾 Failing into Conflict

要求道歉 Claiming Apologies

同事升迁 Colleague's Promotion

同事离职 Colleague's Leaving

同事生病 Colleague's Suffering from Illness

同事生日 Colleague ' s Birthday

同事结婚 Colleague's Wedding

婉拒求爱 Decling Love

与人借物 Borrowing

二 与领导相处 Getting along with Boss

汇报工作 Reporting Work

接受任务 Accepting Assigned Work

受到夸奖 Being Praised

解释失误 Explaining Faults

提出建议 Making Proposal

要求辞职 Asking Resignation

要求调动 Applying for Job Transfer

面临解雇 Being Fired

有事请假 Asking for Leave

要请年假 Asking for Annual Leave

要求晋升 Asking for Promotion

要求加薪 Asking for Pay Raise

要求补薪 Asking for Retroactive Pay

询问奖金 Inquiring About Bonus

三 与客户交往 Getting along with clients

联系客户 Contacting Clients

见新客户 Meeting New Customers

订购产品 Ordering Products

商讨价格 Bargaining

讨论付款 Discussing Payments

处理投诉 Handling Complains

<<职场英语应急口语900句>>

要求理赔 Making Claims
客户回访 Making a Revisit
售后服务 After-Sales Service
机场接人 Picking up Clients
接待参观 Visiting
公司待客 Receiving Customers
拜访客户 Visiting Clients
送别客户 Seeing Off Clients
宴请客户 Treating Clients
赠送礼物 Presenting Gifts
第四章 行政事务 Office Affairs
工作考勤 Work Attendance
转接电话 Transferring Phone Call
安排会议 Arranging Meetings
发布通知 Publishing Notice
安排约会 Arranging Appointment
安排出差 Arranging Trips
安排面试 Arranging Interviews
预定房间 Room Reservation
预订机票 Booking Tickets
收发传真 Receiving and Sending a Fax
文字处理 Word Processing
用复印机 Using Photocopier
电脑故障 Computer Problems
档案管理 File Management
员工培训 Staff Training
银行汇款 Making Remittance
邮寄信件 Mailing Letters
第五章 办公室闲聊 Chatting in Work Place
工作压力 Pressure in Work
待遇薪水 Payment of Work
工作跳槽 Job Hopping
考研与留学 Further Study and Going Aboard
拼车上下班 Carpooling for Work
食品安全 Food Security
养身保健 Tips for Longevity
办公室恋情 Office Romance
第六章 求职面试 Job Hunting and Interview
电话求职 Applying by Phone
面试开场白 Opening Remarks
应聘秘书 Applying for a Secretary
应聘导游 Applying for a Tour Guide
应聘空姐 Applying for an Airhostess
应聘酒店服务人员 Applying for a Hotel Staff
应聘经理助理 Applying for a Manager Assistant
应聘贸易业务员 Applying for Trading Staff
应聘教师 Applying for a Teacher

<<职场英语应急口语900句>>

应聘护士 Applying for a Nurse
应聘建筑师 Applying for an Architect
应聘电脑工程师 Applying for an IT Engineer
应聘银行职员 Applying for a Bank Clerk
应聘销售人员 Applying for a Salesman
应聘新闻工作者 Applying for a Journalist
接受工作 Accepting the Offer
致电询问 Inquiring by Phone
洽谈入职 Discussing the Commencement

<<职场英语应急口语900句>>

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>