

<<秘书英语>>

图书基本信息

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### 内容概要

《21世纪职业技术教育规划教材（公关文秘专业）：秘书英语》适用于职业院校公关秘书专业。

《21世纪职业技术教育规划教材（公关文秘专业）：秘书英语》把英文知识和秘书知识融为一体，

《21世纪职业技术教育规划教材（公关文秘专业）：秘书英语》主要内容：不同情况下的秘书日常英语会话、秘书接待英语、秘书电话英语、秘书英语应用文写作等。

在对基本英语语法、英语阅读和理解、英汉翻译技巧进行分析指导的基础上，提供了大量的模仿练习，便于学生学用结合，迅速掌握所学知识，在学习交际，交际中学习，进一步提高其熟悉现代办公中常见的涉外活动和涉外英语交际能力。

全书编写以“实用为主、够用为度”为原则，内容力求精练，突出针对性、典型性、应用性，形式上简洁、明了、易学。

这既保证了基础英语、秘书基本知识的连贯性，为学生提供未来工作岗位实际需要的英语秘书专业知识和技能，又体现了职业技能为核心的指导思想，起到学生在校学习与申请秘书职业技能鉴定考核的桥梁作用。

## 书籍目录

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