

<<国际商务口语>>

图书基本信息

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内容概要

在21世纪全球经济一体化及我国加入WTO的大时代背景下，商务英语口语的作用日渐明显，已成为商务活动最常用的交流工具。

本教材适合商务英语、国际商务、国际金融、涉外文秘等专业学生使用，也可做为其他经济类专业的学生成为复合型人才的英语教材，对相关从业人员也有一定的指导作用。

本教材依据《21世纪国际经济与贸易类专业规划教材》的编写要求，针对商务交流中的新变化，以商务英语交流为主线，结合国际商务英语教学的特点编写而成。

本教材就国际商务口语交流中常用的会展知识、业务联系、出国签证、工厂参观、接待、观光旅游、商务洽谈、工作面试、办公室工作等常用英语场合提供了基本句型、情景对话以及专业知识介绍，模拟商务谈判过程的实际情景，力求典型、实用、易学易懂；同时将新颖实用的知识窗渗透在每一章节，让学生在提高商务英语口语技能的同时，掌握商务交际谈判技巧。

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章节摘录

A : Im a waiter. B : What job are you applying for ?

A : Headwaiter. B : Do you know the name of the company you plan to work for ?

A : Yes , Canada CIBS Investment and Trade Inc. B : How did you find this job ?

A : From an agent. B : Why do you choose to go to Canada ?

A : Canada is a developed country. I hope to learn the management and work ideas of western restaurants , broaden horizon and improve my English ability there. B : Do you plan to remain in Canada even after your work contract expires ?

A : No. According to Canadian law the work permit I applied is two years short-term visa. I must come back on time after my contract expires. B : How can I believe you will come back on time ?

A : China also has a huge development potential and I hope to set up my own business in my country in the future. Besides , my family are very traditional Chinese , and they dont hope we separate for a long time , so I cant leave them behind and stay in Canada alone. B : Do your family members or relatives want to go to Canada ?

A : No , they dont. B : Ok , you can come back a week later. A : Thank you , good-bye !

Dialogue 2 (A : an applicant B : a Visa officer) B : Good Afternoon. A : Good Afternoon. Id like to apply for a U. S. work visa. B : Have you ever been issued a U. S. Visa ?

A : No. B : What do you know about America ?

A : America is an advanced country , the capital is Washington , and the UN Headquarters is in New York. B : Can you tell me something about the company you plan to work ?

A : The name of the company is Costco Wholesale Corporation , and it is the famous wholesaler in America. B : What will be your position in the Corporation ?

A : A salesman. B : Do you have any experience overseas ?

A : Yes , I have ever worked in Singapore for 6 years. B : Whats your current salary ?

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