

<<秘书英语>>

图书基本信息

书名：<<秘书英语>>

13位ISBN编号：9787040124262

10位ISBN编号：7040124262

出版时间：2004-7

出版时间：高等教育出版社

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页数：175

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## &lt;&lt;秘书英语&gt;&gt;

## 前言

秘书一词始于汉朝，可见我国文秘工作古而有之。

现代社会中秘书更是各行各业不可缺少、较为热门的一种职业。

改革开放以来，特别是我国加入WTO之后，秘书或从事文秘工作人员有了国际工作环境。他们必须具备一定的英语口语、口译能力，有广博的国际知识和专业写作技巧，才能更好地做好沟通工作。

文秘专业的学生属于非英语专业的学生。

他们系统、全面地学习了文秘专业的知识和理论，熟谙文秘工作，但是他们的英语，特别是英语语音和英语听说水平不够高。

此外，他们还可能缺乏国际交往中的礼仪知识、宗教知识和英语实用写作技巧。

这些都会直接影响他们从事涉外工作的质量和效果。

为此，本教材从实际出发，针对文秘专业学生英语学习的薄弱环节编写，旨在为文秘专业学生和有关人员从事外事工作提供必要的知识和实际工作场景，使他们熟悉和掌握涉外文秘知识、技巧和实际操作过程。

本教材由理论知识学习和实际操作两部分组成。

前者包括英语语音知识、涉外知识和英语实用写作技能，并提供了大量的练习；第二部分以一个秘书求职、处理日常工作、接待、担任谈判口译、陪外宾旅游参观、购物、送行等为主线，提供了一个秘书所需的必要知识。

本教材在编写过程中，参考、借鉴了国内外出版的许多相关书籍，并引用了众多实例，在此谨向这些图书的编者和作者表示衷心的感谢。

本教材由孙亦丽教授主审，北京联合大学应用文理学院外语系王毅任主编，北京联合大学应用文理学院外语系《秘书英语》编写组编写，具体分工如下：（以下按姓氏笔划排列）

王毅：全书设计、选材、统稿、整合； 外交、语音等部分及第13和第15单元 刘雪红：宗教部分及第11单元 孙翼飞：秘书实务部分及第3、第5和第6单元 张春华：秘书口译和演讲部分及第8、第12和第14单元 陈建华：秘书写作部分及第1、第9和第10单元 都宁：秘书礼仪部分及第2、第4和第7单元

在编写《秘书英语》过程中，我们得到了北京大学外国语学院英语系刘树森教授、美国专家、博士、河北大学政法学院黄云明教授的热心帮助，得到了北京联合大学应用文理学院外语系领导和同志们的关心和支持，谨在此表示衷心感谢。

由于我们编写组水平有限，各种疏漏在所难免，恳请广大师生在使用后，不吝赐教，使该教材不断修正、补充，日臻完善。

编者 2003年1月21日

## <<秘书英语>>

### 内容概要

《秘书英语》是普通高等教育“十五”国家级规划教材（高职高专教育），是文秘专业学生从事涉外秘书工作的必修教材，也可供英语专业或任何从事涉外工作的人员学习使用。

本教材根据涉外文秘工作的性质和工作范围，针对文秘专业学生的特点，从理论知识学习和实际操作两个方面进行了设计和编写。

前者包括一定的英语语音知识、国际交往知识、文秘日常业务和实用写作技能；后者是文秘工作人员在不同涉外环节中的情景对话。

全书选材实用、新颖、全面，配有大量实用性和针对性练习，为做好涉外文秘工作提供了必要的保证。

《秘书英语》可供高等职业院校，高等专科学校、成人高等院校、本科院校高职教育相关专业学生学习使用，也可供五年制高职院校、中等职业学校及其他有关人员使用。

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## 章节摘录

I know from different media and my friends that you are a company specializing in evening dresses for more than ten years and has a good commercial reputation. Your advertisement in the BEIJING DAILY of December 12 stating that you are looking for "an executive secretary" has greatly aroused my interest. I am graduating from Beihua University in June and I believe that the skills I attained and the knowledge I gained will enable me to be an efficient secretary in your company. During my four years of study in the Executive Secretarial Science Program at Beihua University, my goal was to become qualified to work as an efficient secretary. I am confident in dealing with office routine because I can type at the rate of 70 words per minute, take dictation at 120 words per minute, transcribe telephone message, and file. I speak and write English fluently, can make efficient travel and meeting arrangements, and have smooth business communication skills which enable me to perform a variety of duties for a busy executive. I have acquired a broad concept of the business world from those business administration courses I studied. From my summer jobs, listed on the enclosed resume, I learned the importance of cooperating with the other workers and of being dependable. I have a keen interest in working with ABC Company, May I have an appointment to discuss my qualifications as a secretary with your company ? You can reach me at 23765898 anytime after 9:00 p.m.

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