

<<职业英语系列>>

图书基本信息

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## 内容概要

本书是教育部职业教育与成人教育司推荐教材，中等职业学校文秘类专业教学用书。本教材紧密围绕秘书职业的话题编写，每个话题的编写中注重培养学生运用英语进行秘书业务交际的能力，内容贴近秘书职业工作场景。全书以交际型语言活动模式为基础，使学生能在真实的情境下进行交流并获取信息，特别是使用英语处理日常工作，提高涉外业务活动的英语交际能力。在话题的编排上注重语言知识的系统性和全面性。

书籍目录

- Unit 1 At the Airport
- Unit 2 Receiving a Visitor
- Unit 3 Knowing Your Office
- Unit 4 Secretarial English for Telephone Use
- Unit 5 Eating Out
- Unit 6 Going Shopping
- Unit 7 Dealing with the Boss
- Unit 8 Giving Advice to Visitors
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- Unit 10 Handling Complaints
- Unit 11 Business Negotiation
- Unit 12 Asking for Help and Reaching Agreements
- Unit 13 International Etiquette
- Appendix Written Form of Secretarial English
- Tapescripts

章节摘录

Role Play Look at the topics below , and take turns to ask for and give opinions about each one . Practice commenting ( 评论 ) on the others ' opinions .

1 . In an international company , all meetings should be in English .

2 . Smokers have a right to smoke in public places .

Example : A : What do you think about this suggestion , in an international company , all meetings should be in English ?

B : Well . in my view its a good idea to speak English at formal meetings or international meetings , but I feel we don ' t need to speak English at all the meetings , especially for the internal ( 内部的 ) ones .

A : Yes . I ' m with you . And I think most people would like to speak their mother language in order to make others understood completely .

B : Yes . that ' S an important point .

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