

<<职场会话，懂这些就够了>>

图书基本信息

书名：<<职场会话，懂这些就够了>>

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前言

在职场大门外徘徊的你，身在职场的你，抑或是在外企打拼多年、却因为语言障碍迟迟得不到晋升的你，是不是常会遇到以下语言沟通问题：总是说到一半没自信，不知现在该说什么；本来记得却临时忘了；很想学但又怕内容太多…… 如果是因为英语沟通阻碍了你前进的脚步，如果是因为畏惧英语而禁锢了你的梦想，那你就立刻采取行动，改变局面。

要想轻松拥有卓越的职场沟通能力，在工作上展现不凡的工作能力，外语能力一直是关键的问题。本书一学就上手，是为你打开职场大门的最精巧的钥匙，是为你消除英语障碍的最坚实的利剑，是引领你攀登职场高峰的最牢固的绳索。

职场英语会话重在应用，本书运用“情境学习法”，模拟实际工作情境，真实呈现职场人士的生活，让读者仿佛亲临职场生活，在学习中体验上班族的工作实况。

本书在内容安排上是按照一个职场新人从求职面试、踏入职场，到与同事相处、与上司相处，到基本应对、公司会议，到客户关系、职场交际、业务往来、出差旅行等依次设计的。

本书共分为10章，内容均采取了以上班族为主、年轻工作者之间活泼的情景对话的形式。

全书共有61个小节，每个小节都精心设计了相关章节主题式的会话专栏，还列出了常用词汇、短语和重点句型。

每一个生动的对话都再现了鲜活的情境，每一部分内容均由资深老师编写，用字遣词自然流畅。

本书有以下四大特色：1.职场实用会话，随时派上用场每章内容均有职场情景会话，以实际职业场合为背景的表达方式，不仅针对各主题可能遇到的情境加强对话演练，而且传授你职场沟通的技巧。

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内容概要

《职场会话，懂这些就够了》在内容安排上是按照一个职场新人从求职面试、踏入职场，到与同事相处、与上司相处，到基本应对、公司会议，到客户关系、职场交际、业务往来、出差旅行等依次设计的。

《职场会话,懂这些就够了》共分为10章，61个小节，每节中都相应地出现几个常见的场景会话。除此之外，其间还汇聚了大量的常用词汇、短语和重点句型。

《职场会话,懂这些就够了》最大的特点就在于它可以始终伴随着你的职业生涯，从职场起步到点滴职场生活，全面、细致而具体地指导你在各种职业场合的沟通，让你收放自如。

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书籍目录

Users Guide使用说明Preface 前言Chapter 1 Job Interview求职面试Unit 1 First Meeting初次会面Unit 2 Personal Experience个人经历Unit 3 Career Planning and Goals职业规划与目标Unit 4 Character and Hobby性格爱好Unit 5 Job Skills工作技能Unit 6 Teamwork团队合作Unit 7 Personal Salary个人薪资Chapter 2 Career Life踏入职场Unit 1 Checking In and Beginning to Work报到上班Unit 2 Being Familiar with Regulations of Personnel Department熟悉人事规定Unit 3 Receiving Office Supplies领取办公用品Unit 4 Acquainting Yourself with the Work了解部门工作Unit 5 Job Description工作内容说明Unit 6 Exposure to Practical Work接触实际工作内容Unit 7 Allotting the Task分配工作任务Chapter 3 Getting Along with Colleagues与同事相处Unit 1 Introducing Colleagues介绍同事认识Unit 2 Greetings among Colleagues与同事寒暄Unit 3 Work Exchange工作交流Unit 4 Chatting闲聊Unit 5 Dinner进餐Unit 6 Entertainment游玩Chapter 4 Getting Along with Superior与上司相处Unit 1 Reporting Your Work汇报工作情况Unit 2 Understanding Your Job Duties了解工作职责Unit 3 Criticism from Boss上司批评Unit 4 Praise from Boss上司褒奖Unit 5 Demanding for Pay Increase要求加薪Unit 6 Late and Leave迟到与请假Unit 7 Basic Terminology基本用语Chapter 5 Basic Response基本应对Unit 1 Answering the Call接听电话Unit 2 Call Transfer转接电话Unit 3 Calling拨打电话Unit 4 Sending and Receiving Fax收发传真Unit 5 Sending and Receiving E-mail收发邮件Chapter 6 Corporation Meeting公司会议Unit 1 Arranging a Meeting安排会议Unit 2 Presiding over a Conference会议主持Unit 3 Work Report工作汇报Unit 4 Meeting Discussion会议讨论Unit 5 Meeting Rest会议休息Unit 6 Summarizing a Meeting会议总结Chapter 7 Customer Relationship客户关系Unit 1 Visit and Tour拜访客户与参观Unit 2 Customer Reception接待来访客户Unit 3 Introducing Products and Prices介绍公司产品与报价Unit 4 Asking Suggestions and After-sale Service询问客户意见与售后服务Unit 5 Dealing with Complaints处理抱怨和不满Chapter 8 Workplace Communication职场交际Unit 1 Decline推辞Unit 2 Acceptance接受Unit 3 Apology道歉Unit 4 Thanks致谢Unit 5 Anger & Rage生气和愤怒Unit 6 Complaints抱怨Chapter 9 Business业务往来Unit 1 Product Packaging产品包装Unit 2 Product Shipment产品装运Unit 3 Product Insurance产品保险Unit 4 Delivery交货Unit 5 Test检验Unit 6 Claims索赔Chapter 10 Business Trip出差旅行Unit 1 Booking Tickets订票Unit 2 Room Reservation预订房间Unit 3 In the Plane在飞机上Unit 4 At the Customs在海关Unit 5 Checking In登记入住Unit 6 In the Hotel在酒店

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章节摘录

A : Mr . Black . I ' m worried about the danger of our goods being damaged during shipment . As you know , some of our goods break quite easily , especially those sensitive to high temperatures . B : Of course . Ann . That ' S why we must be sure to affix such warnings as “ Fragile ” , “ Handle with Care ” , “ Keep Dry ” and so on to our packages , and we must always insure them . especially with marine insurance . A : How would you estimate the fee? B : It depends on the shipping weight and the service required . A : Can you mark those breakable shipments with “ Fragile ” ? B : Yes . we offer the service . Shipments can also be made under refrigeration for a special fee . A : Do you box goods? B : Yes . of course . We will use box or rope on any articles for a small charges . A : What about correspondence? B : Personal correspondence is not ordinarily accepted , but business papers can naturally be shipped without any extra charge . A : Good . that ' S what I thought . And what documents are required for international shipments? B : One is an invoice showing the number of cases . their weight and their value . Another is some copies of the shipper ' S export declaration . Special documents are also required in some countries . A : I was told that there are many dangers during the transit . B : Yes , during the transit there are quite a number of dangers , such as moisture , corrosion and chemical reactions , breakage and pilferage . But we can arrange for safe packing . A : That ' S good . Is there any way that we could have lower transportation cost? B : Well . if you send goods through slow or irregular transit means , we can cut down on a great deal of the shipping expense .

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编辑推荐

《职场会话，懂这些就够了》四大特色：
职场实用会话，随时派上用场 每章内容均有
职场情景会话，可直接套用于实际工作中，迅速提升会话能力!
轻松学习英语词汇 对与会话
相关的重要词汇加以解说，轻松增加词汇量，并掌握实际用法，使学习更流畅!
职场沟通常识
收录职场基本礼仪和职场知识，可以增加你的商务常识，让你轻轻松松应付各种场面!
词典式
查询功能，随查随用 全面真实地呈现了职场中的各种情况，让你再也不用担心无话可说!
一书
在手，职场会话全搞定!要学好英文，关键在会话能力!
通过英语会话，英语单词、语法、句型自
然全都通，全面提升英文词汇力、阅读力与写作力!

非英文背景，照样精通英语会话。

从一窍不通到会话高手，轻轻松松就能立即上手，简单易学，一看就懂，练就熟练英文、精通英语会话超简单!

353个句型，128个主题，一开口就能流利说

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