

<<秘书英语>>

图书基本信息

书名：<<秘书英语>>

13位ISBN编号：9787300138367

10位ISBN编号：7300138365

出版时间：2011-7

出版时间：中国人民大学出版社

作者：王菇，胡燕 等主编

页数：245

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

## <<秘书英语>>

### 内容概要

这本《秘书英语》由王茹、胡燕、左项金主编，突出实用性，结合秘书岗位的工作实际，向文秘专业的学生和相关人员提供必要的专业知识和实际工作场景，使读者熟悉和掌握涉外文秘知识及实际操作过程，提高涉外英语的交际能力。

本书涉及文秘工作的各个方面，选材新颖，点面结合，内容丰富，语言规范，实用性强，练习形式多样，引导学习者进行独立、全面的思考。

本书主要供高职高专文秘专业学生使用，也可供准备参加秘书证书考试的同等水平的考生以及文秘工作者自学使用。

## 书籍目录

- Part Listening & Speaking for Secretary
  - Chapter One Reception
    - Section 1 At the Office
    - Section 2 At the Airport
    - Section 3 Having Business Dinner
  - Chapter Two Business Communication on the Phone
    - Section 1 Making Appointments
    - Section 2 Making Reservations
    - Section 3 Seeking Information
  - Chapter Three Office Automation
    - Section 1 Office Facilities Management
    - Section 2 Office Software Application
    - Section 3 Web-office
  - Chapter Four Management of Business
    - Section 1 Something Urgent
    - Section 2 Letters Processing
    - Section 3 Business Travel Arrangement
  - Chapter Five Conference Arrangement
    - Section 1 Before the Conference
    - Section 2 During the Conference
    - Section 3 Post-conference
  - Chapter Six International Business Negotiation
    - Section 1 Preparing Stage
    - Section 2 Materially Negotiable Stage
    - Section 3 Agreement Concluding & Executing Stage
- Part 11 Reading for Secretary
  - Chapter One Be a Qualified Secretary
    - Section 1 Cultural Awareness
    - Section 2 How to Be a Qualified Secretary
    - Section 3 What Should a Secretary Do in the Office
  - Chapter Two Reception
    - Section 1 Cultural Awareness
    - Section 2 What Makes a Secretary a Good Receptionist
    - Section 3 Business Dinner Etiquette
  - Chapter Three Secretarial English for Telephone Use
    - Section 1 Cultural Awareness
    - Section 2 Phone Call Etiquette
    - Section 3 Telephone Communication Skills
  - Chapter Four Office Automation
    - Section 1 Cultural Awareness
    - Section 2 Knowing Office Automation
    - Section 3 Suggestions on Electronic Filing
  - Chapter Five Conference Arrangement
    - Section 1 Cultural Awareness
    - Section 2 Meeting Arrangement

<<秘书英语>>

- Section 3 Cross-cultural Negotiation Meeting
- Chapter Six International Business Negotiation
  - Section 1 Cultural Awareness
  - Section 2 Overview of International Business Negotiation
  - Section 3 What Should a Secretary Do for Business
- Negotiation
- Part Writing for Secretary
- Chapter One Office Documents
  - Section 1 Announcement
  - Section 2 Memos
  - Section 3 Meeting Minutes
- Chapter Two Ceremonial Documents
  - Section 1 Letters of Thanks
  - Section 2 Letters of Apologies
  - Section 3 Letters of Congratulations
- Chapter Three Social Documents ( )
  - Section 1 Letters of Inquiry
  - Section 2 Letters of Request
  - Section 3 Letters of Complaint
- Chapter Four Social Documents ( )
  - Section 1 Letters of Recommendation
  - Section 2 Letters of Invitation
  - Section 3 Letters of Job Application
- Chapter Five Human Resources Documents
  - Section 1 Enrollment
  - Section 2 Internal Transfer
  - Section 3 Termination of Employment
- Chapter Six Business Documents
  - Section 1 Establishing Business Relations
  - Section 2 Inquiries, Offers & Counter-offers
  - Section 3 Orders & Contracts
- Appendix
  - Appendix 国家秘书职业资格英语考试简介
  - Appendix 涉外秘书英语考试模拟试题及参考答案
- 参考文献

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>