

<<文秘英语实用教程>>

图书基本信息

书名：<<文秘英语实用教程>>

13位ISBN编号：9787310029549

10位ISBN编号：7310029542

出版时间：2008-7

出版时间：南开大学出版社

作者：司爱侠 等编著

页数：334

字数：613000

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>

<<文秘英语实用教程>>

内容概要

司爱侠、朱小妹、王凤元、甄桂春编著的《文秘英语实用教程》是面向职场而编写的文秘英语教材，结合各种典型的工作环境，根据工作实际的要求，做了切合实际的精心加工。

以秘书各个工作环节为主线，通过大量真实、生动的素材，通过综合训练，强化听、说、读、写能力。

使学生能够掌握所需的语言技能，在整个工作环节熟练应用。

主要内容包括：秘书、办公室的演变、认识电子设备，文档、商务信函、便函、商务会议、预订、演讲、安排商务出行、商务礼仪、商务合同、商务报告等。

《文秘英语实用教程》内容切合行业实际，面向工作环境。

以Unit为单位，每个Unit由以下几部分组成：情景对话——注重实用性，每篇对话有一个主题，内容简单且易上口。

课文——选材广泛、风格多样、切合实际；单调——给出课文中出现的新词，读者由此可以积累专业的基本词汇；常用调组及句子——给出本单元所涉及的常用词组和句子；难句讲解——

讲解课文中出现的疑难句子，培养读者的阅读理解能力；习题——针对课文的练习，巩固学习效果；练习答案——供读者对照检查。

本书既可作为高等院校文秘类的专业英语教材，也可供相应的培训班使用。

从业人员使用本书“自我充电”，亦颇得当。

<<文秘英语实用教程>>

书籍目录

Unit 1 Introduction to Secretarial Work

Part One Dialogues

Part Two TextA Secretaries

New Words

Phrases and Expressions

Notes

Exercises

Part Three TextB Executive Secretaries

New Words

Phrases and Expressions

Notes

Exercises

Part Four Extended Reading Time Still Seems to be the Essence

Exercises

参考译文

Text A 秘书

Text B 行政秘书

Unit 2 Office Equipment

Part One Dialogues

Part Two TextA The Evolution of Office

New Words

Phrases and Expressions

Abbreviations

Notes

Exercises

Part Three Text B Getting to Know Electronic Equipment

New Words

Phrases and Expressions

Notes

Exercises

Part Four Extended Reading Word Processing

Exercises

参考译文

Text A 办公室的演变

Text B 认识电子设备

Unit 3 Filing

Part One Dialogues

Part Two TextA Filing

New Words

Phrases and Expressions

Notes

Exercises

Part Three Text B How to Set Up a Filing System

New Words

Phrases and Expressions

<<文秘英语实用教程>>

Notes

Exercises

Part Four Extended Reading File Management for Electronic Files

Exercises

参考译文

Text A 文件归档

Text B 如何建立存档系统

Unit 4 Business Correspondence

Part One Dialogues

Part Two Text A A Brief Introduction to Business Correspondence

New Words

Phrases and Expressions

Notes

Exercises

Part Three Text B Business Letter

New Words

Phrases and Expressions

Abbreviations

Notes

Exercises

Part Four Extended Reading Rules in Business Correspondence

Exercises

参考译文

Text A 商务信函概述

Text B 商务信函

Unit 5 Memo

Part One Dialogues

Part Two Text A A Brief Introduction to Business Memos

New Words

Phrases and Expressions

Notes

Exercises

Part Three Text B Tips for Writing a Good Memo

New Words

Phrases and Expressions

Notes

Unit 5 Memo

Part Four Extended Reading Common Types of Memos

Exercises

参考译文

Text A 商务便函简述

Text B 如何写出高质量的便函

Unit 6 Meeting

Part One Dialogues

Part Two Text A Business Meeting

New Words

Phrases and Expressions

<<文秘英语实用教程>>

Notes

Exercises

Part Three Text B Minutes of Business Meetings

New Words

Phrases and Expressio

Notes

Exercises

Part Four Extended Reading Meeting Agendas

Exercises

参考译文TextA商务会议

TextB商务会议记录

Unit 7 Reservatio

Part One Dialogues

Part Two Text A Reservatio

New WOrds

Phrases and Expressio

Notes

Exercises

Part Three Text B Internet Reservatio

New WOrds

Phrases and Expressio

Abbreviatio

Notes

Exercises

Part Four Extended Reading Tickets Booking

Exercises

参考译文

Text A 预订

Text B 网上预订

Unit 8 Speeches

Part One Dialogues

Part Two Text A Public Speeches

New Wbrds

Unit 8 Speeches

Phrases and Expressio

Notes

Exercises

Part Three TextB ASample ofSpeech

NewWords

Phrases and Expressio

Abbreviatio

Notes

Exercises

Part Four Extended Reading Sexism in Language

Exercises

参考译文

Text A 致词

<<文秘英语实用教程>>

Text B 一篇演讲稿

Unit 9 Travel Arrangements

Part One Dialogues

Part Two Text A Business Travel Arrangements

NewWords

Phrases and Expressio

Abbreviatio

Notes

Exercises

Part Three Text B How to Pack When You Are Traveling for Business

NewWords

Phrases and Expressio

Abbreviatio

NOtes

Exercises

Part Four Extended Reading 15 Tips for Smarter Business Travel
and Tradeshow

Exercises

参考译文

Text A 安排商务出行

Text B 出差时如何准备行装

Unit 10 Public Relatio

Part One DiMogues

Part Two Text A Public Relatio--Business EtiqueRe

New Words

Phrases and Expressio

Notes

Exercises

Part Three Text B Dining Etiquette

New Words

Phrases and Expressio

Notes

Exercises

Part Four Extended Reading Business Gifts

Unit 10 Public Relatio

Exercises

参考译文TextA公共关系——商务礼仪

Text A 公共关系——商务礼仪

Text B 用餐礼仪

Unit 11 Contracts and Agreements

Part One Diogues

Part Two Text A Business Contracts

NewWords

Phrases and Expressio

Notes

Exercises

Part Three Text B Employment Agreements

<<文秘英语实用教程>>

New Words

Phrases and Expressio

Notes

Exercises

Part Four Extended Reading Ten Tips for Making SoHd Business

Agreement,Contracts

Exercises

参考译文

Text A 商务合同

Text B 聘任合同

Unit 12 Business Reports

Part Orle Dialogues

Part Two TextA HowtoWrite aBusinessReport

NewWords

Phrases and Expressio

Notes

Exercises

Part Three Text B The Structure of a Formal Business Report

NewWords

Phrases and Expressio

Abbreviatio

Notes

Exercises

Part Four Extended Reading Writing the Informal Report

Exercises

参考译文

Text A 如何写商务报告

Text B 正式商务报告结构Text

附录

参考答案

章节摘录

Part One Dialogues Sample Dialogue 1 Situation : Sun Li is being interviewed for a secretary post. (A : Sun Li , the interviewee ; B : the interviewer) A : May I come in ?

B : Yes , please. A : How do you do , sir ?

Im Sun Li. Ive come for an interview as requested. B : How do you do , Miss Sun ?

Im the office administrator. Please take a seat. A : Thank you. B : First of all , would you please say something about yourself ?

.A : Its my pleasure to do so. I come from Shanghai. In 2000 , I passed the National College Entrance Examinations and was admitted into Shanghai International Studies University as an English Major. I specialize in English Secretarial Studies. B : What courses have you taken in English Secretarial Studies ?

A : Ive taken such courses as secretarial principles , office administration , business English , public relations , etiquette study , psychology , computer programming , typing , stenography and file-keeping. B : How about your typing and shorthand skills ?

A : I can type about 60 words per minute , and take dictation in English at 100 words per minute. B : Good. But can you operate any other office machines ?

A : Yes. I can operate a facsimile machine and a photostat. B : Where did you learn how to operate these machines ?

A : At a foreign trade corporation last summer. I worked there for nearly two months. B : Oh. really ?

<<文秘英语实用教程>>

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>