

图书基本信息

书名：<<人社部教育培训中心商务英语岗位能力培训指定教材>>

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内容概要

本书以国家人力资源和社会保障部教育培训中心的《商务英语岗位能力》(三级)(CBET3)考试大纲为基础,内容共分三大板块,分别为词汇拓展板块、听力板块和口语板块,主要涉及简单的商务知识和常识及公司核心部门常见的简单工作。

书末有配套的听力材料及参考答案,能更好地帮助读者加深理解和记忆。

本书的主要读者对象为参加“商务英语岗位能力考试”的考生、涉外商务工作人员及相关行业人员,尤其是涉外商务助理,同时也适用于英语学习者。

书籍目录

- Unit 1 Nice to meet you!
 - Making small talk
 - Describing one's job
- Unit 2 How may I help you?
 - Receiving clients at reception
 - Describing a company
 - Checking in at the hotel
- Unit 3 Shall I call you a taxi?
 - Requesting and offering help
 - Requesting permission and suggestio
- Unit 4 What's the meeting about?
 - Arranging meetings
 - Participating in a meeting
- Unit 5 When will you make the trip?
 - Booking hotels
 - Planning travel schedules
 - Booking air tickets
- Unit 6 What seems to be the problem?
 - Solving office problems
 - Purchasing office stationery
 - Using office equipment
- Unit 7 Would you like to leave a message?
 - Taking messages
 - Answering phone calls
 - Making phone calls
- Unit 8 When would be good for you?
 - Making cold calls
 - Picking up clients at the airport
 - Making appointments
- Unit 9 This is our latest model
 - Answering clients' questio at a factory
 - Describing products
 - Bargaining for better prices
- Unit 10 When can you make the payment?
 - Collecting debts
 - Resolving complaints
 - Making complaints
- Unit 11 What would you like for the starter?
 - Accepting and declining invitatio
 - Ordering Chinese food and drinks
 - Ordering Western food and drinks
 - Learning tips for improving table manne
- Unit 12 Thank you for interviewing me!
 - Answering routine but difficult interview, questio
 - Describing positio

Learning tips for attending a job interview

Improving your interview body language

Answer Key(参考答案)

Common Business Titles(常见商务头衔)

Common Business Departments (常见商务部门)

Practical Business English Sentences(实用商务英语句型)

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