

<<秘书英语>>

图书基本信息

书名：<<秘书英语>>

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内容概要

本书是中等职业教育文秘专业教材。

全书共12单元，约400个生词，每单元包含四个部分：阅读课文、听说训练、写作技能训练和泛读。

每一篇课文都列有长、难句子的详细解释、要点注释、重点词汇学习及常用文秘和商务对话。

书后附有各单元练习答案和课文词汇总表。

本书选材取自国内外最新资料，围绕文秘和商务工作用语、文秘和商务一般知识而展开；练习主要是按照英语基础的语法、词汇及句法等相关英语语言能力的基本要求编写的。

在提高学生英语阅读能力及运用能力的同时，能够扩大并掌握一定数量的文秘和商务英语专业知识和词汇，为进一步学习深造或就业做好充分准备。

根据中等职业教育性质、任务及学生的实际英语水平，本教材的编写仍然突出基础英语教学，强调听、说、读、写、译等语言技能的全面发展，同时兼顾实用性和专业性，介绍了秘书工作的特点及形式，课文的可读性较强。

本书各单元听力部分配录音带及文字材料，方便学生反复练习提高听力能力，有利于学生课后自习，本书也适合其它专业年级学生选用作为选修课教材或作为自学用书。

书籍目录

Unit 1 Reading: The Nature of Secretarial Work () Listening & Speaking: Communicating with Your Customers
 Writing: Leaving a Message Extensive Reading: The Nature of Secretarial Work () Unit 2 Reading: Skills
 Required to Be a Secretary Listening & Speaking: Making Business Appointments Writing: Interoffice
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 Reading: Filing Systems () Unit 11 Reading: Settling Complaints Listening & Speaking: Complaints and
 Adjustments Writing: Complaints and Settlement Extensive Reading: How to Deal With Complaints
 Properly Unit 12 Reading: Travel Arrangements Listening & Speaking: Travel Writing: Itinerary Extensive
 Reading: Etiquette of Gift Giving Keys to Exercises Word List

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