

<<文秘情境英语口语>>

图书基本信息

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内容概要

《中职中专文秘类专业规划教材：文秘情境英语口语》以“职业引领，情境导向，学生易学，教师易教”为编写原则，创设文秘工作情境，让学生在职业情境中学习、训练，提高学习英语的兴趣和在适当的场合运用合适的英语进行交流的能力。

全书分为接待服务、办公事务、会议服务和出行服务4大部分，包含16个单元，54个情境和89个对话，涵盖了文秘工作的主要内容和相关英语知识。每个情境除包含对话、生词、句型外，还加入了与主题相关的知识和小贴士，既可用于增加英语阅读量，也可用来扩大知识面，提高文秘职业素养。

书后附对话参考译文、练习参考答案及秘书工作中的常用词汇。

《中职中专文秘类专业规划教材：文秘情境英语口语》不仅适合中职文秘专业及其他相关专业课堂教学使用，也可作为初、中级文秘工作者、办公室工作者及现代服务业从业者的自学材料。

<<文秘情境英语口语>>

书籍目录

Part 1 Receiving Service

Unit 1 At the Airport

Situation 1 Greetings and Introductions

Situation 2 Having Small Talks in the Car

Unit 2 In the Hotel.

Situation 1 Helping with Hotel Check-in

Situation 2 Showing the Room's Facilities

Situation 3 Giving the Information around the Hotel

Unit 3 Accompanying Guests to the Restaurant

Situation 1 Having Chinese Food

Situation 2 Drinking Chinese Tea

Situation 3 Having Western Food

Unit 4 Accompanying Guests to Go Shopping

Situation 1 Purchasing Daily Goods

Situation 2 Purchasing Chinese-Style Clothing

Situation 3 Purchasing Chinese-Style Handicrafts

Unit 5 Accompanying Guests to the Gym

Situation 1 Keeping Healthy

Situation 2 Going in for Events at the Gym

Situation 3 Joining the Gym

Part Office Affairs

Unit 1 At the Front Desk

Situation 1 Receiving Visitors

Situation 2 Visiting the Company

Situation 3 Receiving Documents

Situation 4 Distributing Documents

Unit 2 At the Office

Situation 1 Managing Working Environment

Situation 2 Dealing with Simple Financial Affairs

Situation 3 Managing Office Supplies

Situation 4 Managing Documents

Situation 5 Dealing with Mails

Unit 3 Using the Telephone

Situation 1 Answering the Phone Call

Situation 2 Making a Phone Call

Situation 3 Dealing with the Message

Unit 4 Dealing with Interpersonal Relationships

Situation 1 Making a Request

Situation 2 Dealing with a Request

Situation 3 Making Suggestions

Situation 4 Dealing with Complaints

Situation 5 Expressing Appreciation

Situation 6 Expressing an Apology

Situation 7 Expressing Congratulations

Part Meeting Service

<<文秘情境英语口语>>

Unit 1 Preparing an Upcoming Meeting

Situation 1 Communicating with the Boss

Situation 2 Communicating with the Related Departments

Situation 3 Communicating with Clients

Unit 2 During-meeting Service

Situation 1 Receiving Attendees

Situation 2 Meeting-Place Service

Situation 3 Dealing with Emergencies

Unit 3 After the Meeting

Situation 1 Collecting Files

Situation 2 Evaluating the Meeting

Part Travelling Service

Unit 1 Handling Passport and Visa

Situation 1 Arranging Business Trip Abroad

Situation 2 Applying for Passport and Visa

Unit 2 Making Travelling Arrangements

Situation 1 Arranging City Tours

Situation 2 Planning Domestic Itineraries

Situation 3 Preparing Overseas Itineraries

Unit 3 Transportation

Situation 1 Taking the Subway

Situation 2 Taking the Bus

Unit 4 Visiting and Sightseeing

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Vocabulary

Appendix I Reference Translation

Appendix II Reference Answers

Appendix III Supplementary Vocabulary

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