

<<国际商务文秘>>

图书基本信息

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## <<国际商务文秘>>

### 内容概要

国际商务系列教材之一。

国际商务系列教材是新世纪广东省高等教育教学改革工作项目《中英职教商务文秘专业课程改革与实践》的成果之一。

该项目由广东省教育厅牵头，与英国文化委员会合作开发，在教育部高职高专教育英语课程教学指导委员会的具体指导下，由深圳职业技术学院应用外国语学院负责实施。

国际商务系列教材的讲义曾在深圳职业技术学院应用外国语学院学生中试用，经过不断修改和润色，最终形成了本套国际商务系列双语教材。

《国际商务文秘》介绍的是国际商务文秘的相关知识。

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1.2 Career Development

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2.2 Organise and Control the Use of Materials and Equipment

2.3 Make Use of Information Technology Systems

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3.2 Communicate Information Electronically

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Unit 4 Organising Meetings and Events

4.1 Organise Different Types of Meetings

4.2 Attend, Support and Record Meetings

4.3 Arrange Venues and Services for Meetings

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5.1 Arrange Travel and Accommodation

5.2 Arrange Business Travel Abroad

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Aim

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References

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