

<<商务职业英语>>

图书基本信息

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内容概要

《商务职业英语核心技能系列：商务职业英语》内容围绕商务岗位对商务英语核心能力的需求而设计，内容包括商务办公事务的处理能力、商务的沟通技巧、跨文化交际能力、商务表单与图表的填写、解读和表述能力等，体现商务职业性、实用性。

书籍目录

UNIT 1 Working in the Office Getting Familiar with Office Rooms Task 1 Naming These Facilities Task 2 Taking a Message Task 3 Having a Meeting UNIT 2 Attending Trade Fairs Getting Familiar with Trade Fairs Task 1 Naming These Facilities Task 2 Trade Fairs Task 3 At the Trade Fair UNIT 3 Travelling on Business Naming These Necessities on Business Travel Task 1 Naming These Necessities on Business Travel Task 2 Booking a Ticket Task 3 Preparing a Travel UNIT 4 Meeting People Getting Familiar with Cultural Differences Task 1 Naming These Places Task 2 Accommodating Foreign Clients Task 3 Business Customs UNIT 5 Attending Business Dinners Getting Familiar with Business Dinner Task 1 Naming These Courses Task 2 Ordering Meals Task 3 Ordering in Garden Hotel Task 4 Discuss the following topics after listening to the dialogue UNIT 6 Keeping in Touch Naming These Options for Keeping in Touch Task 1 Naming These Options Task 2 Giving a Farewell Speech Task 3 Asking for Suggestions Appendix Appendix Vocabulary International Calling Codes

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