

<<秘书英语>>

图书基本信息

书名：<<秘书英语>>

13位ISBN编号：9787300138367

10位ISBN编号：7300138365

出版时间：2011-7

出版时间：中国人民大学出版社

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页数：245

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内容概要

这本《秘书英语》由王茹、胡燕、左项金主编，突出实用性，结合秘书岗位的工作实际，向文秘专业的学生和相关人员提供必要的专业知识和实际工作场景，使读者熟悉和掌握涉外文秘知识及实际操作过程，提高涉外英语的交际能力。

本书涉及文秘工作的各个方面，选材新颖，点面结合，内容丰富，语言规范，实用性强，练习形式多样，引导学习者进行独立、全面的思考。

本书主要供高职高专文秘专业学生使用，也可供准备参加秘书证书考试的同等水平的考生以及文秘工作者自学使用。

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