

<<服务外包英语>>

图书基本信息

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内容概要

《服务外包英语》立足于服务外包行业，依据企业的典型工作主题设计教学内容。全书共有八个单元，涵盖听说读写四个部分。每个单元涉及一个主题，以职场工作流程、典型工作任务为主线，围绕主题来安排内容和设计任务，力求语言知识与职场技能相融合。本书涉及的主题包括Understanding Outsourcing、A Day at Work、Cultural Aspects、Communication Practices、Business Meetings、Dealing with Customers、Project Management与Career Development。每个单元由Starting Up、Listening & Speaking Skills Development、Reading、Writing、Mini-Project和Tips for Outsourcing Professionals六个部分组成。

<<服务外包英语>>

书籍目录

- unit 1 understanding outsourcing
 - part i starting up
 - part ii listening & speaking skills development
 - dialogue 1 outsourcing business processes
 - dialogue 2 opinions about outsourcing
 - part iii reading
 - passage 1 what is outsourcing?
 - passage 2 types of outsourcing
 - passage 3 india is world ' s best outsourcing destination: a.t. kearney
 - passage 4 2010 top ten world outsourcing companies
 - part iv writing
 - business letter of introduction
 - part v mini-project
 - part vi tips for outsourcing professionals
 - skills required by professionals in outsourcing
- unit 2 a day at work
 - part i starting up
 - part ii listening & speaking skills development
 - dialogue 1 preparing a teleconference
 - dialogue 2 the first day in new horizon computers
 - part iii reading
 - passage 1 a call center agent ' s smile
 - passage 2 a typical day in the life of a project manager
 - passage 3 how business outsourcing has reshaped the philippines
 - passage 4 a day in the life of an it project manager
 - part iv writing
 - e-mail
 - part v mini-project
 - part vi tips for outsourcing professionals
 - work attitude
- unit 3 cultural aspects
 - part i starting up
 - part ii listening & speaking skills development
 - text 1 avoiding culture clash
 - text 2 company culture
 - part iii reading
 - passage 1 understanding cultural differences in offshore outsourcing
 - passage 2 cultural barriers to offshore outsourcing
 - passage 3 working environment in infosys
 - passage 4 key issues in offshore outsourcing
 - part iv writing
 - memo

<<服务外包英语>>

part v mini-project
part vi tips for outsourcing professionals
 appreciating cultural differences
unit 4 communication practices
part i starting up
part ii listening & speaking skills development
 dialogue one communication problems
 dialogue two solving programming problem
part iii reading
 passage 1 communication in offshore outsourcing
 passage 2 the importance of communication in outsourcing
 passage 3 effective communication methods
 passage 4 communicating in your organization
part iv writing
 work report
part v mini-project
part vi tips for outsourcing professionals
 effective communication is vital to success
unit 5 business meeting
part i starting up
part ii listening & speaking skills development
 dialogue 1 tomorrow's meeting
 dialogue 2 project discussion
part iii reading
 passage 1 business meeting etiquette
 passage 2 video conferencing - communication made simple
 passage 3 what is skype?
 passage 4 eight ways to make meetings better
part iv writing
 announcement and invitation
part v mini-project
part vi tips for outsourcing professionals
 stress management
unit 6 dealing with customers
part i starting up
part ii listening and speaking skills development
 text 1 managing outsourcing relationship
 text 2 ending a business relationship
part iii reading
 passage 1 winning customers through effective telephone
etiquette
 passage 2 convergys corporation——top outsourcing company
 passage 3 ways to handle angry customers
 passage 4 cautions in outsourcing your customer service
center
part iv writing
 complaint response letter

<<服务外包英语>>

part v mini-project
part vi tips for outsourcing professionals
 skill sets for customer centric jobs
unit 7 project management
part i starting up
part ii listening & speaking skills development
 dialogue 1 work assignment
 dialogue 2 checking about the project schedule
part iii reading
 passage 1 the five steps in the project management life
cycle
 passage 2 tips on offshore software project management
 passage 3 the importance of teamwork
 passage 4 something about team building
part iv writing
 action plan
part v mini-project
part vi tips for outsourcing professionals
 teamwork: a key to successful outsourcing
unit 8 career development
part i starting up
part ii listening & speaking skills development
 dialogue 1 making preparations for a job interview
 dialogue 2 talking about new job
part iii reading
 passage 1 questions to be asked before applying for call center
industry
 passage 2 my ibm summer internship
 passage 3 recruitment process outsourcing leads to better
hires
 passage 4 career plans in your life
part iv writing
 résumé and cover letter
partv mini-project
part vi tips for outsourcing professionals
 career training
appendix i glossary
appendix ii listening scripts
appendix iii key ito and bpo terms
appendix iv top 100 outsourcing companies of 2010

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