

<<职场沟通英语>>

图书基本信息

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### 内容概要

该教材由五个模块组成：How People Communicate , Communication Skills , Dealing with Conflict and Criticism , the Negotiation Process , and Putting it together。

每模块由3-4部分内容组成，以有效沟通基本技巧和基本知识为英语教学载体。

每个模块还包含待人处事的典故，训练学生用英语传播中国文化，在理解自身文化的同时，弘扬中国悠久文明文化。

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