

<<文秘英语实用教程>>

图书基本信息

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## <<文秘英语实用教程>>

### 内容概要

司爱侠、朱小妹、王凤元、甄桂春编著的《文秘英语实用教程》是面向职场而编写的文秘英语教材，结合各种典型的工作环境，根据工作实际的要求，做了切合实际的精心加工。

以秘书各个工作环节为主线，通过大量真实、生动的素材，通过综合训练，强化听、说、读、写能力。

使学生能够掌握所需的语言技能，在整个工作环节熟练应用。

主要内容包括：秘书、办公室的演变、认识电子设备，文档、商务信函、便函、商务会议、预订、演讲、安排商务出行、商务礼仪、商务合同、商务报告等。

《文秘英语实用教程》内容切合行业实际，面向工作环境。

以Unit为单位，每个Unit由以下几部分组成：情景对话——注重实用性，每篇对话有一个主题，内容简单且易上口。

课文——选材广泛、风格多样、切合实际；单调——给出课文中出现的新词，读者由此可以积累专业的基本词汇；常用调组及句子——给出本单元所涉及的常用词组和句子；难句讲解——

讲解课文中出现的疑难句子，培养读者的阅读理解能力；习题——针对课文的练习，巩固学习效果；练习答案——供读者对照检查。

本书既可作为高等院校文秘类的专业英语教材，也可供相应的培训班使用。

从业人员使用本书“自我充电”，亦颇得当。

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Sample Dialogue 1 Situation : Sun Li is being interviewed for a secretary post. ( A : Sun Li , the interviewee ; B : the interviewer )  
A : May I come in ?  
B : Yes , please.  
A : How do you do , sir ?  
I'm Sun Li. I've come for an interview as requested.  
B : How do you do , Miss Sun ?  
I'm the office administrator. Please take a seat.  
A : Thank you.  
B : First of all , would you please say something about yourself ?  
A : It's my pleasure to do so. I come from Shanghai. In 2000 , I passed the National College Entrance Examinations and was admitted into Shanghai International Studies University as an English Major. I specialize in English Secretarial Studies.  
B : What courses have you taken in English Secretarial Studies ?  
A : I've taken such courses as secretarial principles , office administration , business English , public relations , etiquette study , psychology , computer programming , typing , stenography and file-keeping.  
B : How about your typing and shorthand skills ?  
A : I can type about 60 words per minute , and take dictation in English at 100 words per minute.  
B : Good. But can you operate any other office machines ?  
A : Yes. I can operate a facsimile machine and a photostat.  
B : Where did you learn how to operate these machines ?  
A : At a foreign trade corporation last summer. I worked there for nearly two months.  
B : Oh. really ?



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