第一图书网, tushu007.com

<<酒店服务英语>>

图书基本信息

书名:<<酒店服务英语>>

13位ISBN编号: 9787551701549

10位ISBN编号: 7551701540

出版时间:2012-6

作者:尹立荣,张虹薇 主编

页数:119

字数:205000

版权说明:本站所提供下载的PDF图书仅提供预览和简介,请支持正版图书。

更多资源请访问:http://www.tushu007.com

第一图书网, tushu007.com

<<酒店服务英语>>

内容概要

根据酒店管理专业学生的就业需求,《酒店服务英语》由三大模块、12个小单元和35个情景对话组成

三大模块分别是礼仪英语、餐饮英语、前厅和客房服务英语。

每一单元的内容都由工作任务简介、常见场景、常用词汇、常用句型、巩固练习5个部分组成。 遵循前后单元由浅入深、循序渐进的原则,系统而连贯,互相渗透,融会贯通,形成科学的有机整体

不但从横向上体现了语言基础、职业能力、文化背景,更在纵向上围绕同一个服务环节展开,以与主题密切相关的优美图片、相关视频、单元学习内容或任务介绍为导引,引导学生进入到学习环节。 其教学重点是营造语境,让学生对所学单词和词组进行深化练习,难点是对职场需要的服务用语进行模拟训练,掌握相关听说技能。

计划用时120学时,8个学分,酒店管理专业的学生在第三、第四两个学期完成全部学习内容。

<<酒店服务英语>>

书籍目录

Part One Hotel Courtesy English

Unit 1 Hotel Courtesy English

Part Two Food and Beverage Department

Unit 2 Reserving the Table

Dialogue One: Reserving the Table Dialogue Two: Changing the Dinner

Time

Text: Banquet Service

Dialogue Three: Banquet Reservation

Unit 3 Receiving the Guest Dialogue Four: Receiving the Guest

Dialogue Five: Receiving the Guest who has

no Reservation

Dialogue Six: Recommending the Guest to

Wait

Unit 4 Taking Order

Text: Knowledge about Western Food

Dialogue Seven: Taking Order about Western

Food

Dialogue Eight: American-Style

Breakfast

Text: Knowledge about Chinese Food

Dialogue Nine: Taking Order about Chinese

Food

Unit 5 Bar Service

Text: Knowledge about Beverage

Dialogue Ten: At the Bar

Dialogue Eleven: Ordering the Foreign

Wine

Dialogue Twelve: Ordering the Chinese

Wine

Unit 6 Service during the Meal

Dialogue Thirteen: Service during the Meal

(1)

Dialogue Fourteen: Service during the

Meal (2)

Dialogue Fifteen: Service during the Meal

(3)

Unit 7 Settling the Bill

Dialogue Sixteen: Setding the Bill for the

Staying Guest

Dialogue Seventeen: Setding the Bill in

Cash

Dialogue Eighteen: Settling the Bill by

Credit Card

<<酒店服务英语>>

Part Three The Front Office and Housekeeping Service

Unit 8 Reservation Desk

Dialogue Nineteen: Reserving the

Room

Dialogue Twenty: Group Reservation

Unit 9 Reception Desk

Dialogue Twenty-One: Receiving the

Guest

Dialogue Twenty-Two: Receiving the Group

Guests

Dialogue Twenty-Three: Recommending the

Local Restaurant

Dialogue Twenty-Four: Morning Call Dialogue Twenty-Five: Handling the

Complaints

Unit 10 Bellman's Service

Dialogue Twenty-Six: Leading the

Guest to the Room

Dialogue Twenty-Seven: Introducing the Hotel and the Service Facilities Unit 31 Floor Attendant's Service Dialogue Twenty-Eight: Cleaning the

Room (1)

Dialogue Twenty- Nine : Cleaning the

Room (2)

Dialogue Thirty: Dealing with the

Emergency (Taking Care of the Sick Guest)
Dialogue Thirty-One: Introducing the

Laundry Time and the Price

Dialogue Thirty-Two: Returning the

Laundry

Unit 12 Check-out

Dialogue Thirty -Three: Exchanging

the Money for the Guest

Dialogue Thirty -Four: Settling the

Bill in Cash

Dialogue Thirty-Five: Settling the

Bill by Credit Card

参考书目

第一图书网, tushu007.com

<<酒店服务英语>>

版权说明

本站所提供下载的PDF图书仅提供预览和简介,请支持正版图书。

更多资源请访问:http://www.tushu007.com