

<<秘书英语>>

图书基本信息

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内容概要

本书根据商务企业涉外秘书主要工作任务与典型职业活动需要编排教学内容，重点突出涉外秘书商务函件、会务组织、事务处理等工作内容，按项目任务驱动、情景案例先导等新型高职教育理念编排单元教学内容，并强化了相应的实践实训环节，以突出高职教材的应用性与技能性特色。

本书注重知识与技能、语言与文化的结合，既有利于培养文秘专业学生运用英语的交流能力、跨文化交际能力，也有利于培养学生的思维能力、迁移能力和职业能力。

通过对本书的学习，可提高涉外文秘、文秘专业及其他专业学生从事涉外秘书工作时必备的英语听、说、读、写、译的实践能力。

本书由国家示范性高职院校相关专家与涉外企业资深秘书合作开发，是“高职高专商务英语类专业规划教材”之一。

不仅可作为文秘专业、涉外文秘专业相关课程主教材，也可作为在职人员学习和从事涉外文秘工作的参考用书。

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