

<<秘书英语>>

图书基本信息

书名：<<秘书英语>>

13位ISBN编号：9787040097252

10位ISBN编号：7040097257

出版时间：2007-5

出版时间：高等教育出版社

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页数：238

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前言

《秘书英语》自1998年6月出版至今已有2年多时间。本书在使用中受到有关教师和学生的普遍好评。然而，随着信息时代的到来，网络经济的逐步发展，特别是因特网近年来在中国的普及，秘书工作的环境条件及内容都发生了一定的变化。为适应这些变化，我们对《秘书英语》进行了修订，更换了阅读和泛读的部分内容，补充了有关因特网、网络经济方面的文章，使教材更具时代特点。在修订过程中我们得到了北京宣武区第一职业学校专业英语组的大力支持，庄严主任和谷晓静老师为本书的修订提出宝贵的意见和建议，谷晓静老师提供了部分材料并承担了新课词汇表的编写工作，对此我们表示衷心的感谢。我们也希望有关教师将来在修订本的使用中不断提出意见和建议。

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内容概要

本书是教育部中等职业学校文秘（涉外文秘）专业规划教材。

全书共16单元。

每单元由阅读、听说、写作、泛读等几部分组成。

本书选材围绕秘书工作英语用语、专业知识及商务工作知识；练习针对秘书工作对英语知识和运用英语语言能力的要求编写。

在学生提高听、说、读、写综合能力的同时，能掌握一定数量的专业词汇及用法，为进一步学习或步入工作岗位做好准备。

本书配有《秘书英语练习答案》（包括阅读参考译文、练习参考答案、听力材料、写作范文和泛读参考译文）和录音带。

本书也可供大专文秘专业低年级选用或作为自学用书。

书籍目录

Unit 1 Reading: Practical tips on being a star at work Listening & Speaking: Meeting office staff Writing: Itinerary
Extensive Reading: The secretary's day Unit 2 Reading: Reception work Listening & Speaking: Receiving visitors
Writing: Callers' register Extensive Reading: Clean your desk Unit 3 Reading: Showing your values in your job
Listening & Speaking: Who's who in the company Writing: Curriculum vitae/resume Extensive Reading: How to
write a data sheet Unit 4 Reading: A good receptionist Listening & Speaking: Future engagements Writing: Letter
of application Extensive Reading: Letter of application Unit 5 Reading: Silence is golden Listening & Speaking:
Booking a hotel room Writing: Leaving a message Extensive Reading: Open, honest communications Unit 6
Reading: Secretaries' personal qualities Listening & Speaking: Conference facilities Writing: Letter of invitation
Extensive Reading: How to interview for a job Unit 7 Reading: Telephone tactics Listening & Speaking: Requesting
and replying Writing: Reply to invitation Extensive Reading: Americans in the office Unit 8 Reading: The
secretary's role Listening & Speaking: Work routines Writing: Memorandum Extensive Reading: The secretary's
functions Unit 9 Reading: The Internet Listening & Speaking: Making suggestions Writing: Job application form
Extensive Reading: Status titles used in Western countries Unit 10 Reading: Getting on with the chief Listening &
Speaking: Dissatisfied customers Writing: Notice of meeting Extensive Reading: Advice on writing a good
business letter Unit 11 Reading: Know-how of attending a meeting Listening & Speaking: Dealing with salesmen
and representatives Writing: Agenda Extensive Reading: Seating at a dinner Unit 12 Reading: Secretaries' duties at
meetings Listening & Speaking: Getting to know the equipment Writing: Minutes of a meeting Extensive
Reading: What you owe your employer? Unit 13 Unit 14 Unit 15 Unit 16 Vocabulary

章节摘录

1. An Honest Days Work for an Honest Days Pay If you loaf on the job, you are stealing from your employer. When you accept a position, you agree to perform certain tasks during business hours. In exchange, your employer agrees to compensate you. If you arrive late, leave early, take long lunches, talk on the phone all afternoon, or shoot the breeze instead of doing your work, you are breaking your agreement with your employer. How would you feel if the company short-changed your paycheck ?

2. Your Best Efforts The function of an organization is to produce goods or services, not to provide amusement for employees. Your employer probably hopes that you enjoy your work and understands that social interaction with other employees is both inevitable and beneficial. However, you are paid to get something done. If you waste your time socializing instead of working, you are wasting your company's time and money. That's not fair.

3. Obedience to the Rules Every organization has certain rules that facilitate its activities. You may not like every rule, but you implicitly agree to abide by them when you join an organization. Disregarding those rules is a breach of your agreement with your employer. If you were the boss, how would you feel if someone tried to get away with breaking the rules ?

4. A Good Attitude There will undoubtedly be days when you feel put upon. By its very nature, work involves sacrifices, some of which may strike you as being unfair. But if you strike back by nursing a grievance and neglecting your work, you are behaving unfairly. Instead of sulking, discuss the problem with your supervisor.

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