<<外企白领英语口语大全>>

图书基本信息

书名: <<外企白领英语口语大全>>

13位ISBN编号: 9787111368199

10位ISBN编号:7111368193

出版时间:2012-1

出版时间:机械工业出版社

作者:李雪 等主编

页数:377

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

<<外企白领英语口语大全>>

内容概要

本书以"源自白领生活"为基本原则来选取素材,包含了外企白领工作和生活的各个方面,从外企白领的琐碎工作到生活过程中的衣食住行,全方位地为读者展现外企白领们的工作和生活,力求使读者了解外企白领生活的每一个细节。

<<外企白领英语口语大全>>

书籍目录

| • | _ | _ |
|---|----|----------|
| 日 | īĪ | \equiv |

Caapter 1 Interview

Job-hunting on the Internet

Work Experience

Personality and Interests

Reasons for Applying

Education

Career Objective

Expected Salary

Applying for a Sales Position

Signing an Agreement

Chapter 2 Office Affairs

Inviting Clients

Receiving Visitors

Arranging a Schedule

Arranging a Meeting

Discussing Work

Training a Newcomer

Faxing

Mails and Emails

File-keeping

Chapter 3 Etiquette for White Collars

Meeting at the Airport

Introducing and Greeting

Paying a Visit

Invitation to Banquet

Accompanying Guests to Factory

Accompanying Customers for Sightseeing

Accompanying Customers for Shopping

Giving Presents

See-off and Leave-taking

Chapter 4 Co-workers

Getting to Know New Colleagues

Talking about People

Entertaining

Mutual Encouragement

Giving a Hand

Working Overtime and Covering for Someone

Arriving Late

Chapter 5 Boss and Employee

Endless Overwork

Asking for Leave

Holiday Rotation

Asking for a Pay Raise

Requesting Promotion

<<外企白领英语口语大全>>

Resigning

Urging Employees to Stay

Getting a Sack

Chapter 6 Overseas Business Trips

Applying for a Visa

At the Customs

At the Hotel

Booking a Table

At the Restaurant

By Plane

By Train

By Bus

By Taxi

Chapter 7 After Hours

Going on Vacation

Going on a Journey

Picnic

Dance Party

Photography

Physical Exercise

Golf

Keeping Fit

Chill out at cafe

Frequenting a Bar

Shopping on the Internet

White Collar Garment

Telecine

Reading Books and Newspapers

<<外企白领英语口语大全>>

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