

<<秘书英语>>

图书基本信息

书名：<<秘书英语>>

13位ISBN编号：9787301152546

10位ISBN编号：730115254X

出版时间：2009-8

出版单位：北京大学出版社

作者：李宁湘 主编

页数：382

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>

<<秘书英语>>

前言

今天的世界瞬息万变，语言也是有生命的，会跟随时代演变。
具备良好的英语应用能力，随时掌握新的事物、新的话题，如同在当今时代需要掌握计算机应用技能一样，一定会让你的职场表现更出色。

《秘书英语》目的在于为学生将来能够利用所学英语更好地从事秘书工作奠定基础，使学生掌握一定实际操作技能。

为自己将来在工作领域中创造更具竞争力的条件。

1.主要内容 本书共三个部分，29个单元：第一部分为秘书口语，共9个单元，涉及秘书日常工作中进行交流的大多数环节；第二部分为秘书英语写作，主要是常用的秘书实务，避免专业性太强的英文写作内容，如正式合同等；第三部分为秘书英语阅读，旨在帮助学生拓展语境，更好地掌握英语语言工具，同时对相关的知识和文化做一些必要的了解，以提高学生的综合素质。

2.主要特色 · 本书以高职高专学生的实际情况为落脚点，以大量简单、实用的对话和秘书工作文案实例作为学生练习和使用的模板。

· 每个单元以幽默故事为开篇，激发学生的学习兴趣；同时提供一定数量的练习，内容不拘一格，让学生更好地掌握秘书实际工作中的实用英语。

· 对照中文，供学习和工作时参考。

全书由广东科学技术职业学院、浙江广厦建设职业技术学院、肇庆工商职业技术学院三所学校中富有教学实践经验的教师编写而成。

由李宁湘主持编写全书，并对全书内容进行总体规划、统一、补充和修改。

陆美艳、郭江虹、吴方红、任淑美、朱艳妍任副主编。

编写人员分工如下，李宁湘：第一部分第8单元，第二部分第5、8单元，第三部分第4、10单元；陆美艳：第一部分第3、7单元，第二部分第9、10单元，第三部分第1、2、3、8单元；郭江虹：第一部分第6单元，第二部分第2、4单元，第三部分第9单元；吴方红：第一部分第2、4、9单元，第二部分第3、7单元，第三部分第6、7单元；任淑美：第一部分第5单元，第二部分第6单元；朱艳妍：第一部分第1单元；任淑美和朱艳妍共同完成第二部分第1单元和第三部分第5单元。

本书在编写过程中，引用和参考了大量有关书籍和资料，获益良多，恕不一一说明，在此表示诚挚的感谢。

由于编者水平有限，书中难免存在不足和疏漏，敬请读者和同仁批评指正。

<<秘书英语>>

内容概要

秘书英语是针对秘书工作的实际内容而编写的实用英语教材。

本书在编写过程中充分结合秘书工作实际，将秘书实务和英语融为一体，以培养具有较高的英语应用水平的职业秘书为目标。

本教材从高职学生的实际英语水平出发，选取秘书实际工作密切相关的材料，突出教材的针对性和实用性，使文秘类专业毕业生能用职业英语更好地工作。

本书以口语，写作，阅读三个模块来具体安排教学内容，挖掘文秘人员工作中所涉及的主要领域，设置了生动的操练语境来提高秘书英语应用水平。

本书可作为高职类相关专业的教学用书，也可作为文秘人员岗位培训教材和实际工作中的应用手册。

<<秘书英语>>

书籍目录

PART ONE SPOKEN ENGLISH FOR SECRETARY Unit 1 Office Affairs Unit 2 Handling Calls Lesson 1 Call to Make an Appointment Lesson 2 Putting through Telephone Calls Lesson 3 Taking a Message over the Phone Lesson 4 Making the Wrong Telephone Calls Unit 3 Receiving Visitors Lesson 1 Appointments Lesson 2 Invitation Lesson 3 Receiving a Visitor with Appointment Lesson 4 Receiving a Visitor without Appointment Unit 4 Reservation Lesson 1 Reserving a Ticket Lesson 2 Reserving a Room Lesson 3 Reserving a Table Unit 5 Showing the Company and Sightseeing Lesson 1 Showing the Company Lesson 2 Sightseeing Unit 6 Handling Complaints Unit 7 Business Negotiations Lesson 1 Negotiating Price and Payment Terms Lesson 2 Negotiating Packing, Delivery and Compensation Unit 8 Employment Lesson 1 Understanding What Employers Want Lesson 2 Interviewing Unit 9 Conference Arrangement Lesson 1 Before the Conference Lesson 2 During the Conference Lesson 3 After the ConferencePART TWO PROFESSIONAL WRITING Unit 10 Note Lesson 1 Note and Message Lesson 2 IOU Lesson 3 Telephone Message Lesson 4 Receipt Unit 11 Notice Lesson 1 Lost & Found Lesson 2 Removal Notice Lesson 3 Establishment of a Branch Lesson 4 Merger of Business Unit 12 Ceremonial Documents Lesson 1 Letter of Apology Lesson 2 Letters of Sympathy Unit 13 Letter Lesson 1 Business Letter Lesson 2 Invitation and Reply Lesson 3 Thank-you Letter Lesson 4 Letters of Congratulation Unit 14 Office Correspondence Lesson 1 Memorandum Writing Lesson 2 E-mail Unit 15 Advertisements Lesson 1 Recruitment Advertisement Lesson 2 Appreciation for the Commercial Advertising Unit 16 Meeting Materials Lesson 1 Meeting Notification Lesson 2 Agenda Lesson 3 Meeting Speech Draft Lesson 4 Meeting Minutes Unit 17 Employment Lesson 1 Resume Lesson 2 Writing a Cover Letter Unit 18 Contracts Unit 19 ReportsPART THREE PROFESSIONAL READING Unit 20 Description of Professional Secretary Job Text Overview of Secretary. Unit 21 Getting on with the Chief Text How to Adapt to Various Work Styles Unit 22 Getting on with Others to be More Efficient Text 1 Practical Tips on being a Star at Work Text 2 Secretaries' Personal Qualities Unit 23 Office Automation Text 1 What Does It Mean for the Office Automation Text 2 Microsoft Office Unit 24 Office Equipment Text 1 How to Handle the JVC Digital Media Camera Text 2 Placing Speakers Unit 25 Planning for Employment Text Planning for Employment Unit 26 Skills on Cross-Cultural Communication Text 1 What Has Made the Learning of Chinese Difficult for Foreigners ? Text 2 Skills on Cross Cultural Communication Unit 27 Secretary Etiquette Text Public Relations--Business Etiquette Unit 28 How to Improve One's Competencies as a Secretary Text How to Improve One's Competencies as a Secretary Unit 29 Extended Reading Text 1 The Different Characteristics of Dogs and Cats Text 2 Introduction for the Illustrated Book of Rites参考文献

章节摘录

It is a good idea to remember what you can about people; and to be thoughtful. Send cards or letters for birthdays or congratulations of promotions or other events; send flowers for engagements, weddings or in condolence for the death of a loved one or family member. People will remember your kindness, probably much longer than you will !

Punctuality Be on time——no one wants to be kept waiting. If it is an unavoidable delay, try to contact the person. Keep in mind that you never know when you will encounter heavy traffic, wrecks, construction or other delays. Always allow extra time particularly if you are going to an interview. For interviews, you should arrive 10-15 minutes before the interview time. **E-mail** Email has become an important part of our communication and should be used in a professional manner. It can be a quick and effective means of communication. Always put identifying information in the subject line to help the individual receiving the message know what it is in reference to. The text box of the email message should begin with a salutation such as Dear Ms. Smith or hello John depending on the relationship. After the salutation drop down to the next line to begin the message. Use complete sentences and appropriate capitalization and punctuation as you would use in a business letter. If needed you may have multiple paragraphs. The casual email correspondence you have with your friends is not appropriate for business. Do not use all caps in the message nor the symbols for happy faces, etc. Even if you have automatic signature on your email, you should still close the message (Ex. Thank you, Ann Smith) . Remember to read your message through after you have written it and to run spell check before you click on the send button.

Voicemail/Answering Machine If you encounter voicemail, state your name, organization, and reason for calling and slowly give your telephone number. Many people will leave a very good, clear message and then quickly rattle off their phone number. Voicemail is most efficient if you leave a concise but detailed message. Many times the one who is needed will be able to get the information you need and leave that in their return call or message to you. Use voicemail wisely and efficiently. Always have a concise, professional greeting on your answering machine/voicemail.

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>