

<<秘书英语阅读实验教程>>

图书基本信息

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内容概要

《普通高等院校文科系列实验教材：秘书英语阅读实验教程》精选了与涉外秘书工作有关的110篇文章和对话，为了解秘书工作的性质和范围，熟悉秘书工作的环境和相关人员，掌握秘书工作的技能和方法，提供了大量的必要知识和相关知识、典型的工作案例和经验、专业学养和学习方向，有利于进一步提升秘书工作的理论和实践水平，延伸秘书工作阅历，丰富秘书工作经验，有利于进一步增长秘书工作知识和能力，有利于秘书工作人员的自身建设和发展。

《普通高等院校文科系列实验教材：秘书英语阅读实验教程》选材精准、专业，专门性、指导性、可操作性强，宜读、易学、易行。

全书由11个单元、110个章节组成，分别介绍了秘书资格、秘书工作性质、秘书工作内容和范围、秘书工作经验和实例、秘书工作方法和技能、秘书必备以及须知的国际社交礼仪和国际商务知识等。

为了学习和掌握秘书知识和技能以及相关知识，本书针对每篇文章的主要内容，还编写了大量有针对性和相关性的练习，配有参考答案，既适合课堂教学，也适合自主学习。

《普通高等院校文科系列实验教材：秘书英语阅读实验教程》适用于各类普通高等学校开设的选修课，适合秘书专业和英语专业本、专科学生开设相关专业阅读课使用，也可以作为所有从事涉外工作的白领、文员和相关工作人员的进修教材。

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章节摘录

Ladies and Gentlemen , Comrades and Friends : The year 2004 is the key time for Chinese people to continue to carry out the spirit of the 16th National Congress of the Communist Party of China and realize the tenth Five-year Plan. We shall continue to make economic construction the central task and stick to the pursuit of comprehensive , coordinated and sustainable development. We will continue to deepen reforms; open wider to the outside world; and maintain steady , rapid , coordinated and healthy development of the national economy. We shall improve our social undertakings in a comprehensive manner and continue making efforts to push forward the building of a well-off society in an all-round way and to open a new chapter for a socialist cause with Chinese characteristics. We shall continue to steadfastly implement the policy of "one country , two systems" , Hong Kong people governing Hong Kong , Macao people governing Macao and a high degree of autonomy. We shall handle things in strict conformity with the Basic Law of Hong Kong and the Basic Law of Macao and support the governments of Hong Kong and Macao special administrative regions to govern according to law. The Chinese mainland shall strengthen economic and trade ties with Hong Kong and Macao to help maintain long-term prosperity and stability there. Twenty-three million Taiwan compatriots are our brothers and sisters linked by flesh and blood , so we are very much concerned about their interests and happiness. Chinese people will continue to make efforts towards the country's reunification by adhering to the basic principle of "peaceful reunification , one country , two systems" and the eight-point proposals for promoting exchanges between the two sides of the Taiwan Straits and the peaceful reunification. We shall strengthen exchanges between both sides of the Taiwan Straits as well as exchanges in the fields of economics and culture. We shall try our best in all sincerity to realize the peaceful reunification of our motherland. We firmly oppose Taiwan's separatist activities in any form. Any attempts by anyone to separate Taiwan from the motherland will not be tolerated. We firmly believe that with common efforts made by all Chinese people , including our Taiwan compatriots , the complete reunification of our motherland can be achieved at an early date.

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