

<<涉外秘书沟通实务>>

图书基本信息

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### 内容概要

本书根据以工作岗位的职业要求为目标，以就业为寻向，以“必需、够用”为度，以培养学生综合素质和实践能力为主线的要求设计开发而成。

全书以秘书的四大主要工作内容(办公室事务、商务旅行、接待事务、会议事务)的实际流程为主线，以项目导向、任务驱动、工学结合的教学模式来建构教学内存，突出操作性。以案例导入，并加以阐释分析知识点，让学生掌握具体工作场景中语言的恰当使用。训练部分以涉外秘书沟通的工作任务或任务过程为工作情景来设计实训题目，确定能力训练目标，最后测计和反馈。

该书适合作为高职高专秘书专业，英语专业秘书方向的教材，也可以作为中职秘书专业的核心教材。

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章节摘录

版权页：插图：Among Latin Americans, the gift of a knife or knives suggests the "cutting" of a relationship; yet this notion can be blunted by including a coin with the knives. Also, you shouldn't send a handkerchief because it is usually tied with tears, easy to give people a sense of sadness. Flowers carry all kinds of symbolism: purple flowers are the flowers of death in Mexico and Brazil; the same with white flowers in Japan; and white chrysanthemums are the flower of death in many European countries. Also, it is considered bad luck in many European countries to present an even number of flowers. Therefore, always present an odd number (except 13, of course). When you present flowers to a person from Germany, always unwrap the bouquet first. Giving red roses in Germany signals that you have strong romantic interests. In fact, throughout history, the rose has signified "secrecy". Consider the Latin word *sub rosa*, meaning secret, and note that many confessional booths in Catholic churches have carvings of roses above the doors.

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### 编辑推荐

《涉外秘书沟通实务(文秘专业)》：涉外秘书沟通实务国内第一本英文写就的实际操作的秘书实务教材，涵盖涉外秘书实际工作的主要方面：办公室日常事务、商务旅行、接待事务、会议事务。以项目导向、任务驱动、工学结合的教学模式来构建教学内容，突出操作性。以案例导入，并力口以阐释分析知识点，让学生掌握具体工作场景中语言的恰当使用。

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