

<<涉外秘书英语>>

图书基本信息

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内容概要

本书即是专为非英语国家英语学习者设计、编写的英语读本，它实用性强，内容有针对性。

本书的读者对象是具有初级水平的英语学习者和文秘工作者。

在编译过程中，为了体现原书的编写风格，基本保留了原书的总体内容和编写体例，只是根据国内读者的阅读习惯和学习特点，对书中部分不符合中国国情的内容作了适当的增删和修改，对课文中的重点内容、文中标题和练习的标题进行了翻译，并增中生词注释。

全书共分10个单元，每一个单元包括重点提示、对话、生词表和练习，其中真实情境的对话和针对对话内容设置的丰富多样的练习构成单元的主体。

各单元内容既自成一体，又互相联系。

书后的附录部分有两项内容：第一项是与最后一个单元内容结合十分紧密的信函实例，第二项是缩略语。

本书有两大特色—— 特色之一：语言知识和职业内容紧密结合。

全书围绕秘书工作本身进行设计，通过详细、具体的内容介绍、真实情景下的对话设计和形式多样的练习，一方面使读者对秘书的基本素质、秘书工作等方方面面的要求有切实的了解，另一方面也学得体的英语知识。

特色之二：课文中每一个单元都配有丰富多样的练习，能帮助助读者进一步掌握和巩固前面学到的知识，并激发学生与他人共同分享各自的看法和观点。

因此，本书既适用于老师组织课堂教学，也适于自学者使用。

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书籍目录

Unit 1 问候、话别、致歉、.....Unit 2 秘书的外表和着装Unit 3 秘书的办公室和工作Unit 4 组织结构Unit 5 打电话和接电话Unit 6 酒店，预约Unit 7 指点方向和有关事宜Unit 8 订票，预订房间Unit 9 邀请和待客Unit 10 信函和文件附录信函缩略语

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章节摘录

"I'm a secretary at a large business. I deal with people and in-coming mail. Dealing with people is one of the most important parts of my job. I find it very enjoyable. I also input on the computer, send telexes and faxes. I meet people from all over the country, all over the world, and all walks of life, which makes it the most interesting part of my job. They can be very nice. I think the nice ones outnumber the irritating ones. It's a people-oriented job. Its communication, whether its in person or on the telephone and that can be fun. Sometimes you have problems getting through, sometimes you get a wrong number, but its all part of the job. You don't often get annoying people face to face. You get more of them on the phone, because people feel they can say things over the phone that they perhaps wouldn't say to your face. So I don't find people too frustrating in person. As a secretary you must always be professional-looking, your clothes should be immaculate. Its better to wear skirts than trousers. Your attire should be fresh and clean. Its best to wear simple jewelry-small earrings, a matching necklace and rings. Hands should be well-groomed and you can wear white or soft coloured nail-varnish. Your shoes should be well-polished, not worn or dirty. Your hair should be clean and neat. Heavy make-up is not recommended. You should always look fresh, and use just a little perfume."

Secretary: Good afternoon, Mr Banks secretary speaking. Can I be of any help? A.: Oh yes. Could you tell me when I can meet Mr Bank, please? S.: Mmm. On Tuesday at 10 o'clock. A.: Is he available at the moment? S.: I'm sorry, he's not. Today he won't be back till 4 o'clock. Can I take a message? A.: Yes, please. Could you ask him to ring this number, 8917850, as soon as possible. S.: Certainly. A.: Thank you. Goodbye. S.: Goodbye.

Secretary: Good afternoon, International Enterprises Limited. Voice: Could I speak to Mr Bank, please? S.: Just a moment, I'll put you through. Mr B.: Bank speaking. V.: Good afternoon, Mr Bank. My name is White, Frank White. Mr Green asked me to phone you. Mr B.: Oh, good afternoon, Mr White. Mr Green said you'd ring. Mr W.: Yes. He suggested we meet for lunch. Mr B.: Yes. What about Thursday the 14th, at the Friendship Hotel at noon? Mr W.: That would be fine. See you then. A.: Good morning. B.: Can I talk to the assistant manager, please? A.: Sorry. Could you repeat that? I didn't hear you. B.: Could I talk to the assistant manager, please. A.: Which one? We have two. B.: Sarah James, please. A.: I'm so sorry, this line is very bad. I didn't catch you, could you spell the name? B.: Of course. S-A-R-A-H J-A-M-E-S. OK? A.: Yes, thank you. Could you hold the line. I'll try to find her. B.: Its urgent. A.: Yes. I understand. Just a moment. A.: Hello! Can I speak to Mr Bank, please? B.: What number are you calling? A.: Isn't this 8917569, International Enterprises Limited? B.: No! Its 8917579, a private number. A.: Sorry. B.: That's OK. A.: Is this 8917569? S.: Yes, International Enterprises Limited. What can I do for you? A.: I'd like to speak to Mr Bank. Can you put me through? S.: Yes. Just a moment. A.: Hallo, International Enterprises Limited. Can I help you? B.: Yes. I'd like to speak to Mr Bank, please. A.: Yes, sir. Who's speaking? B.: This is Mr White. A.: Hold the line, please ... I'm afraid Mr Banks engaged. B.: I see. Could I speak to his secretary, please? A.: Yes. Speaking. B.: You are his secretary? A.: Yes, I am. B.: That's good. I'm just ringing to confirm my appointment with Mr Bank for this afternoon. A.: Yes. Mr Bank is expecting you at three o'clock. B.: Fine, I'll be there at three. A.: Right, sir. I'll tell him you rang. B.: Thank you. Goodbye. A.: Goodbye.

Switch-board: International Enterprises Limited. Hello! Mr White: Hello. This is Frank White. Could I speak to Mr Bank, please? S.: Just a moment, I'll see if he's in. I'll put you through now. Secretary: Hello, Mr Banks office. Mr W.: Could I speak to Mr Bank, please? Sec.: I'm very sorry, he's out for lunch. Can I help you? Mr W.: Could you ask him to call me back? Preferably before 4 or any time tomorrow, it has to do with the upcoming conference. Sec.: Yes. Who is calling, please? Mr W.: Frank White. Sec.: Frank White. Can I take your number, please? Mr W.: 8917495.

<<涉外秘书英语>>

Sec.: 8917495? MrW.: Yes. Sec.: Mr White, Ill get Mr Bank to call you as soon as he comes back. Mr W.: Thank you. Goodbye. Sec.: Goodbye. Secretary: Diana Cranes office. Her secretary speaking. Mr Milton: This is Mr Milton from Piltdown. Id like to speak to Ms Crane, please. S.: Im sorry but she isnt in at the moment. She wont be back until 3. Can I help you? Mr M.: Yes. I have an appointment with MS Crane for 10.30 this coming Tuesday, but im afraid I have to cancel. I must fly to Helsinki. I wonder if I could make an appointment for the following Thursday, the 11th. S.: Just a minute, Ill check ... Oh yes, shes free then. Would the same time be convenient for you? Mr M.: That would be fine. Thank you very much.
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