



## English bilingual secretarial

By JIANG HONG LIU DENG XIE

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Publisher: Sichuan People's Publishing House Pub. Date :2003-8-1. This book highlights some of the secretarial staff office reception and other everyday language, focusing on practical, fun. The first part of telephone conversation, the second work session is divided into reception, the third part of daily office conversation, the fourth part is the session on other occasions. To enable readers to better learn and master the knowledge of English, editor in addition to providing samples exceptions, which occur simultaneously words, phrases, sentences are given a more detailed explanation, and sentences for your reference. In addition, the compiled code is also relevant words, phrases related and relevant sentence. This book has some foundation in English for the secretarial staff to use, but also for those who want to improve English and English for secretarial interested general public. Contents: Unit1 sample telephone conversation to answer the boss's instructions Scene 1 Scene 2 Scene 3 calls for the boss to organize a visit to cancel access issues Scene 4 Scene 5 Scene 6 to change the meeting time set for the boss tickets...



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