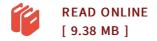




Secretarial situational spoken English(Chinese Edition)

By LIU FENG QIN ZHU BIAN

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date :2012-06-01 Pages: 236 Publisher: Science Press title: secretary scenario spoken English original price: 27 yuan Author: of Writen editor Press: Science Press Publication Date :2012-6-1ISBN: 9787030342553 Words: 342.000 yards: 236 Edition: 1 Binding: Paperback: 16 product size and weight: Editor's Choice iv Executive Summary vocational secondary the secretarial class professional planning textbook: secretarial situational spoken English to career lead. situational oriented students to learn. teachers teach easy preparation of principle. the creation of the the secretarial work situations. the ability of students learning in a professional context. training. enhance interest in learning English and in appropriate situations. the use of the right to communicate in English. The book is divided into hospitality services. office services. conference services and travel services for the most part. consists of 16 units. 54 scenarios and 89 dialogue. covers the main content of the secretarial work and knowledge of English. For each scenario. in addition to containing dialogue. words. sentences. and also added a theme-related knowledge and tips. can be used to increase the amount of English reading. can also be ...



Reviews

Very beneficial for all class of folks. Indeed, it can be perform, nevertheless an interesting and amazing literature. I discovered this ebook from my i and dad suggested this pdf to find out. -- Leatha Luettgen Sr.

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