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(Mr. Johnathon Dach)

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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 Scene 7 Scene 8 cancel booking hotel rooms change the flight booking Scene 9 Scene 10 Scene 11 attended the meeting to inform a person answering a Tel Scene 12 boss does not tell the caller to arrange an interview Scene 14 Scene 13 Scene 15 advertisement has to inform the supervisor guests booking Jiuyan Scene 17 Scene 16 Reservations Meeting Room Scene 18 asked about the tourism situation Unit2 reception sample session with the first meeting of Scene 1 Scene 2 greet guests to the meeting room to tell the path familiar with Scene 3 Scene 4 guests to...

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