

2007BEC高级全攻略之口试指导--话题讨论试题精选(三) PDF
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https://www.100test.com/kao_ti2020/468/2021_2022_2007BEC_E9_AB_98_c67_468725.htm 19. Meeting: the importance of regular

meeting with suppliers A: first improve your cooperation with your supplier. It is not just a simple deal you make with your supplier.

That is to say you should do your business with your supplier on the basis of equality mutual respect and mutual benefit. Second try to let your suppliers know that you are willing to establish the long-term relationship with them so that they are more confident in the current business with your company. Third it is your PR department ' s job to communicate with your suppliers on the regular basis and enhance the friendly relationships between you and your suppliers.

20. The importance of teamwork for the effective management of projects A: to manage projects involves heavy workload and requires much of the company ' s energy and human resource. However by using teamwork we can make this complicated work become simple and easy. First when we set up a project-oriented teamwork all members of the projects are united and work in a teamwork spirit.

That means they work more systemically and coordinate more with each other. As leaders we won ' t worry about the time we will have to waste on the coordinating procedures anymore. Second by using teamwork we can create a sound and effective communication with the project and monitor the communication between members as well as the communication between boss and subordinates. Third in a team everyone tries to help others in their work and a lot of

problems can be solved quickly after they occur. The managers can thus save the energy and time for trouble-shooting. 21. The importance of providing employees with clear job descriptions A: if you give your employees clear job descriptions they will have a better understanding of what their jobs are and what their bosses expect from them. Then they can work according to their aims without any misunderstanding of their jobs which will definitely improve the efficiency of your employees ' work. In addition for managers clear job description can enable them to know their subordinates ' work better and to monitor and control their work effectively. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com