

商务秘书英语模块培训内容 PDF转换可能丢失图片或格式，
建议阅读原文

https://www.100test.com/kao_ti2020/55/2021_2022__E5_95_86_E5_8A_A1_E7_A7_98_E4_c39_55834.htm Part One English for Public Relation Unit One Greetings and Farewell Unit Two Introductions and Shaking Unit Three Using the Telephone Unit Four Reception and Entertainment Unit Five Presents, Congratulations and Good Wish Unit Six Visiting Factory Part Two Conversational English for Promote Sales Unit One What price do you have in mind Unit Two Recommending colour and design Unit Three Size and Weight Unit Four Price and Bargaining Unit Five Stock and Ordering Unit Six Delivery and After Service Part Three Business English Letter Unit One The Form of English Letter Unit Two Establishing Business Relations Unit Three Inquiries & Replies Unit Four Quotation, Offer and Counter-offer Unit Five Ordering Unit Six Payment Unit Seven Shipment Unit Eight Insurance Part Four Unit One Secretary ' s work Unit Two Secretary in Business Communication Unit Three Secretary and Postal Telecommunications Unit Four Appointment Unit Five Reception Unit Six Business Meetings Unit Seven Travel Arrangement Part Five Unit One Proposal Unit Two Report Unit Three Memos and Notes Unit Four Signs and Notices Unit Five Invitations Unit Six Advertisement 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