

# 《"复旦卓越"高职高专公共英语》

## 图书基本信息

书名：《"复旦卓越"高职高专公共英语教材》

13位ISBN编号：9787309079043

10位ISBN编号：7309079043

出版时间：2012-1

出版社：复旦大学出版社

作者：徐小贞 编

页数：201

版权说明：本站所提供下载的PDF图书仅提供预览和简介以及在线试读，请支持正版图书。

更多资源请访问：[www.tushu000.com](http://www.tushu000.com)

# 《"复旦卓越"高职高专公共英语》

## 内容概要

《"复旦卓越"高职高专公共英语教材:前景实用英语综合教程3》从单元的横向来看,听、说、读、写、译等教学模块均统一于单元主题之下,符合综合性英语教材单元设计的普遍规律。其中,一般教材中主题统一难度较大的模块,如语法、听说、写作等模块在本系列教材中均最大程度地作了一体化设计,确保了单元内部语言表达的复现率。从单元的纵向来看,个别模块除了横向统一于单元主题之下,还在纵向的八个单元中具有自身的内在线索,如听说、语法和写作(包括基础写作和实用写作)等模块的教学内容均按照一定的梯度,依循各自的线索逐次展开。

# 《"复旦卓越"高职高专公共英语》

## 书籍目录

1 Internship Page 1 Internship : Pros and Cons Internships Open Doors for Aspiring Students Organizational Chart Adapting to Your Work Environment Orders Planning Your Internship 2 Entertaining Clients Page 24 Surviving the Business Dinner : An Interview with Roseanne Thomas How to Arrange a Business Meal Signs in Workplaces Developing Your Cross-cultural Skills Minutes Learning Business Table Etiquette 3 On-the-Job Training Page 48 How Rookies Learn on the Job Job-embedded Learning for Administrators Work Schedule Making the Most of Your Time Complaint Letters Knowing About On-the-job Learning 4 Sports in the Workplace Page 69 Company Sports Day The Impact of Sport on Work Diagrams Building Up Team Spirit Adjustment Letters Knowing About Outward Bound 5 Office Technologies Page 93 The Paperless Office— Are We Close to , Achieving It ? Impact of New Technology in the Workplace Brainstorming Taking the Initiative Shipping Advice Knowing New Workplace Technologies 6 Low-carbon Office Page 116 Green Office Profile : Sprint A Green Building Pioneer Weights and Measurements Taking Responsibility for Your Actions Reports Conducting a "Green Office" Campaign 7 Work Etiquette Page 139 Clothes Make the Person --at Least Sometimes What to Wear to Work : Office Dress Code Dress Code in the Workplace Paying Attention to Details Sales Letters Dressing for the Interview 8 Getting a Real Job Page 163 The Job Search Paradox of "Keeping Your Options Open" True Stories : People Who Found Jobs After Lengthy Unemployment SWOT Analysis Getting Yourself Noticed Job Acceptance/Refusal Letters Planning for Your Career Development Glossary Page 186

## 章节摘录

Surviving the Business Dinner : An Interview with Roseanne Thomas I Have you ever had an interview over dinner that you thought went great , only to learn a big lesson the next day ? Have you ever had lunch with a client who looked more and more physically ill as the meal progressed and then called you the next day to cancel your \$ 7 million contract ? Maybe you're just a poor judge of your interviewer's reactions to your carefully worded responses. Or maybe , you blew it because you kept answering your cell phone during dinner<sup>3</sup> while shoveling whole chicken breasts into your mouth.

2 The Harbus had the opportunity to run a few questions by Ms. Thomas , President of Protocol Advisors , and settle some burning debates on the fine art of business dining.

3 Harbus : Why is business dining such an important art to master and why is dining etiquette in particular so closely scrutinized ?

4 Roseanne Thomas : Business dining skills are critical as they speak to an individual's overall respect for others , attention to detail and concern for mastering all of the skills necessary for successful business dealings.

5 Studies tell us that the way we conduct ourselves in the dining room is at least as important as the way we conduct ourselves in the boardroom , and that our manners will be noticed and judged.

6 Harbus : What are the 5 most important things you need to remember when dining on business ?

7 RT : There are so many things we need to know ! Among the most important is being able to distinguish between a host's responsibilities and a guest's responsibilities. This knowledge will enable everyone to play his or her part to perfection. Other skills include knowing which fork to use and how to hold one's silverware , not talking when one's mouth is full , knowing how to handle accidents at the table , engaging appropriately in conversation , etc.

8 Harbus : Can you share some dining horror stories with us ? What are the biggest embarrassing mistakes you have witnessed or heard of ?

9 RT : Horror stories abound ! Taking telephone calls during the meal , complaining about the food and/or expounding upon one's dietary preferences , allergies , political or religious reasons for not eating particular foods , etc. , drinking too much , not engaging in conversation , acting rudely toward the staff waiting on the table and so on.

10 Harbus : Say you sit down to a business dinner with a job interviewer or a prospective client. They Order only a side salad or a small appetizer. Do you follow suit or succumb to your hunger and go for the steak ?

11 RT : If your job interviewer or prospective client orders only a salad or appetizer , you should do the same. We match them course for course and never want them to think our primary concern is scoring a free meal !

12 So there you have it folks , the tip of the iceberg that if minded carefully will prevent your business dinner from turning into a Titanic disaster. ....

# 《"复旦卓越"高职高专公共英语》

## 编辑推荐

《复旦卓越高职高专公共英语教材：前景实用英语综合教程3》以知识、文化与素质为核心，强化教材的教育功能，避免陷入“为英语而英语”的误区。同时也注重提高学生应对应用能力考试、商务英语考试和职业英语考试的能力。此书可以让学生的知识更扎实。

# 《"复旦卓越"高职高专公共英语》

## 版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:[www.tushu000.com](http://www.tushu000.com)