

# 秘书英语



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《秘书英语(第2版)》是普通高等教育“十一五”国家级规划教材，是秘书专业学生从事涉外秘书工作的必修课教材。《秘书英语(第2版)》根据涉外秘书的工作性质和工作范围，针对秘书专业学生的特点，从理论知识学习和实际操作两个方面进行了设计和编写。前者包括一定的英语语音知识、国际交往知识、国际贸易知识、办公室日常业务知识和实用写作技能；后者是秘书在不同涉外工作中的情景对话。

全书选材实用、新颖、全面，配有大量具有实用性和针对性的练习，为做好涉外秘书工作提供了必要的知识和经验。

与《秘书英语(第2版)》配套，还开发了多媒体助学光盘、电子版教师用书、网络教材等辅教、辅学资源，构成比较完整的课程教学包。

《秘书英语(第2版)》可作为高等院校尤其是高职高专院校文秘类专业或英语类专业教学用书，也可作为从事涉外工作人员的参考读物和培训教材。

作者介绍:

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