

白领办公高手过招



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《白领办公高手过招》分为新人入职、职场人事、日常办公、商务接待、海外出差、工

作之外6章49个单元，涵盖了白领所能遇到的各种场景，包括办公室谈话、与上级交涉、出差拜访客户、接待访客以及下班之后的娱乐休闲等各方面的内容。书中列出了在日常工工作中最常用的语句，展示了工作中最真实的场景，提供了最可以脱口而出的流畅表达。相信这样一《白领办公高手过招》，可以帮助读者用得体的礼节和地道的英语与客户侃侃而谈，与老板谈笑风生，与同事畅所欲言！

作者介绍:

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