



## Business English Speaking (with CD) Spoken English Magic Books

By SHEN CHAN // FANG ZHI REN

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 242 Publisher: China Petrochemical Pub. Date :2011-08-01 version 1. How to establish learning and using the self-confidence How to learn English as quickly as possible into the state How to practice English. have reached a pinnacle How easy it is enviable to say the perfect English Open the Business English Speaking (with CD-ROM) (author Shen Chan. Fang Zhiren). these problems will be solved. Business English Speaking (with CD) is English spoken magic books one. Contents: Chapter One Office Work daily office Use of Office Utilities office supplies used Working Arrangement work Employee Training staff training Personnel Transfer personnel changes Filing file management Chapter Two Business Reception Etiquette Reception Greeting Guests welcome business guests Treating Guests on Arrival Jiefeng dust Visiting Showroom visit the showroom Purchasing shopping Farewell farewell Chapter Three Practical Operation Business Practice Inquiry Inquiry Offer offer Acceptance of goods acceptance Quality of Goods Quality Credit Inquiry Credit Investigation Chapter Four Business Negotiation Business negotiate Negotiating Booking Term to discuss the order period Competitively Priced price Talking about Payment discuss payment Packing and Shipment Packaging and...



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