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职业技术·职业资格培训教材

秘书英语

English for Secretaries

劳动和社会保障部教材办公室 组织编写
上海市职业培训指导中心

secretary

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English for Secretaries

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内 容 简 介

本教材由劳动和社会保障部教材办公室、上海市职业培训指导中心依据上海 1 + X 职业技能鉴定细目——秘书组织编写。本教材从强化培养英语应用能力，掌握一门实用工具的角度出发，较好地体现了本职业对英语技能的要求，对于提高从业人员基本英语素质，特别是英语听力、口语和应用文写作能力有很好的帮助和指导作用。

本教材内容按级别分为初级（Elementary Course）、中级（Intermediate Course）、高级（Advanced Course）三部分。每个级别包括八个单元，每个单元通过听与说（Listening and Speaking）、阅读理解（Reading Comprehension）、应用文写作（Practical Writing）、翻译（Translation）四个部分，对听、说、读、写、译各方面能力进行综合训练，能帮助秘书人员迅速掌握所需的英语知识与技能，并熟练有效地使用英语这一重要的交流工具开展工作。

本教材可作为秘书职业技能培训与鉴定考核教材，也可供中等职业技术学校文秘专业师生以及相关从业人员参加秘书职业培训、岗位培训、就业培训使用。

全书由陆予圻、黄文伟、谭小芳统稿，上海大学外国语学院副院长徐钟教授审定。

前 言

职业资格证书制度的推行，对广大劳动者系统地学习相关职业的知识和技能，提高就业能力、工作能力和职业转换能力有着重要的作用和意义，也为企业合理用工以及劳动者自主择业提供了依据。

随着我国科技进步、产业结构调整以及市场经济的不断发展，特别是加入世界贸易组织以后，各种新兴职业不断涌现，传统职业的知识和技术也愈来愈多地融进当代新知识、新技术、新工艺的内容。为适应新形势的发展，优化劳动力素质，上海市劳动和社会保障局在提升职业标准、完善技能鉴定方面做了积极的探索和尝试，推出了1+X的鉴定考核细目和题库。1+X中的1代表国家职业标准和鉴定题库，X是为适应上海市经济发展的需要，对职业标准和题库进行的提升，包括增加了职业标准未覆盖的职业，也包括对传统职业的知识 and 技能要求的提高。

上海市职业标准的提升和1+X的鉴定模式，得到了国家劳动和社会保障部领导的肯定。为配合上海市开展的1+X鉴定考核与培训的需要，劳动和社会保障部教材办公室、上海市职业培训指导中心联合组织有关方面的专家、技术人员共同编写了职业技术·职业资格培训系列教材。

职业技术·职业资格培训教材严格按照1+X鉴定考核细目进行编写，教材内容充分反映了当前从事职业活动所需要的最新核心知识与技能，较好地体现了科学性、先进性与超前性。聘请编写1+X鉴定考核细目的专家，以及相关行业的专家参与教材的编审工作，保证了教材与鉴定考核细目和题库的紧密衔接。

职业技术·职业资格培训教材突出了适应职业技能培训的特色，按等级、分模块单元的编写模式，使学员通过学习与培训，不仅能够有助于通过鉴定考核，而且能够有针对性地系统学习，真正掌握本职业的实用技术与操作技能，从而实现我会做什么，而不只是我懂什么。

前 言

本教材虽结合上海市对职业标准的提升而开发，适用于上海市职业培训和职业资格鉴定考核，同时，也可为全国其他省市开展新职业、新技术职业培训和鉴定考核提供借鉴或参考。

新教材的编写是一项探索性工作，由于时间紧迫，不足之处在所难免，欢迎各使用单位及个人对教材提出宝贵意见和建议，以便教材修订时补充更正。

劳动和社会保障部教材办公室
上海市职业培训指导中心

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秘 书 英 语（初级）

Elementary Course

第一单元 问 候 (Greetings)

Part I. Listening and Speaking: Greetings

Dialogue 1

Bob speaks to one of his colleagues, Catherine, at the office on Monday morning.

A: Hi, Catherine.

B: Hello, Bob. How's everything going?

A: Very well, thanks.

B: How was your weekend?

A: It was super. We went to the beach.

B: Lucky you!

Dialogue 2

Mr. Mason and Ms. Williams are casual acquaintances. They greet each other in a formal manner.

A: Hello, Frank. It's good to see you. How are you?

B: Just fine, thank you. And you?

A: I'm doing very well, thanks.

B: That's good. See you later.

A: All right. Bye now.

Dialogue 3

Paul and Bill live in the same neighborhood. They haven't seen each other for some time.

A: Hi, Bill. I hear you went on a ski trip during the holidays. How was it?

B: It was wonderful. I didn't want to come back to the real world. How have you been? I haven't seen you for a while now.

A: I've been burying myself in books. I can't believe how much studying I've got to do—just to keep up!

B: Well, we should get together sometime.

A: Sure. Just when this semester is over, OK?

Dialogue 4

Mr. Jones, your manager, has just returned from a business trip to Japan.

A: Good morning Mr. Jones. Nice to see you again. How was your trip to Japan?

B: Not bad on the whole. So, how's everything going on here?

A: Quite good really. Mr. Stone from the Construction Company called and he hoped to see you sometime this week. When will you be available?

B: I'll have to check my calendar.

A: OK.

Useful Expressions

- Good morning, Mr. Johnson. How are you?
- Hello, Paul. How's everything?
- Hi. How are you doing?
- Hey, Jane. How's life?
- I'm doing very well, thank you. And how are you?
- I'm fine, thanks. How about you?
- Not bad. And you?

Small Talks After Greeting

1. Hello, Jack. How was your weekend?
2. Hi, Mary. Did you have a nice holiday?
3. Morning, Bob. How's your jogging coming these days?
4. Hello, Miss Silver. You look great today.
5. Morning, Mrs. Williams. How is your cold? Is it much better today?