背88个短语掌握

人力资源英语

随身装小教材

商务英语系列

【给繁忙的商务人士随身携带 【背88个高频短语,让人力资源英语超自信,



- 人力资源管理是一项与人打交道的工作。作为跨国企业人力资源部门的员工,除了要具备人力资源管理的专业知识外,运用英语与人沟通、评价英文简历以及处理与人事相关英文信函等能力也是工作中必须具备的。其实人力资源英语有许多高频词汇、短语和句式,只要背诵这些词汇、短语、句式,英语的使用技巧就会增强。
- ★ 本书设计轻便小巧,便于随身携带,供商务人士忙里偷闲翻 阅。内容包括六个部分:人力资源工作职责、招聘、甄选、雇用条 件确定、员工沟通和劳资谈判。

背88个短语掌握人为资源英语

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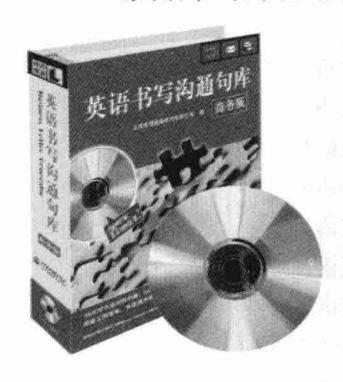
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很多人英语基础虽好,但由于英语语料匮乏,在与外方交流时,经常不知如何表达,或者车轱辘话来回说,表达呆板、不生动。《英语书写沟通句库》(商务版)能很好地解决这些问题。用户不仅能找到所需的英语语料,还能根据自己的需求扩充语料库,让用户体会到快速查,随心选,自由表达的快乐。

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前言

人力资源管理是一项与人打交道的工作。作为跨国企业人力资源部门的员工,除了要具备人力资源管理的专业知识外,运用英语与人沟通、评价英文简历以及处理人事相关英文信函等技能都是职业工作中需要基本具备的能力。试想,一位人力资源经理想在面试中考查一位应聘者的英语水平,却不能用英语提出问题,或是不能对面试者的英文回答做出正确的评估,是一件多么令人感到尴尬的事情。

或许您也正在或是正想从事人力资源管理工作,而苦于寻找一本好书,借以增强自己在人力资源英语方面的技能,从而实现事业上的突破。《背88个短语掌握人力资源英语》正好可以作为您的入门教材。本书提炼出人力资源的工作职责、招聘、甄选、雇用条件确定、员工沟通和劳资谈判中出现频率最高的句子,只要背诵这些短语,就能立竿见影地提高您驾驭人力资源英语的水平。

《背 88 个短语掌握人力资源英语》是"随身装小教材"系列图书之一。本套图书小巧轻便,适于携带,供商务人士、外事工作者、科技人员忙里偷闲翻阅,让读者享受随时随地学习的乐趣。

编者 2009 年 8 月于北京

使用说明

为了让读者最大限度地节约时间,提高学习效率,我 们对本书进行了整体设计。

本书小巧轻便,适于携带,符合现代人快节奏的生活方式,让读者随时随地享受学习英语的乐趣。

全书分六部分,每部分相互独立。读者不必依次阅读,可以直接跳到最感兴趣的部分阅读。

每个部分的结构如下:

- 表示"欢迎您";图标下的内容是读者进入学习的热身练习。
- 表示"请注意";图标下的内容是常用语境和重点背诵短句。
- 表示"一点亮";图标下的内容是表达某一语境所必备的知识,以及更多常用短语,供读者举一反三。
- •1•2•3•4•5•6•7 为了提供更多记忆短语的机会,我们在每页下设计了一个小练习。根据科学记忆法中的反复加深的原则,我们建议读者在不同时间分别做7次该练习,每次练习过后在相应的数字上划勾。

此外,我们在每部分结束之前还配有自测题和答案, 供读者对学习结果进行检测。

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	/ Human Resources Management	
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	Department	
	The HR manager has responsibility for all of the	
	functions that deal with the needs and activities of the	
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	You need to know exactly what the organization is	
	looking for.	
	Handling all the queries of the employees.	
	One of the main tasks is to ensure that the	
	employees in the organization should be offered a	
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	It is the responsibility of HR department to develop	
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	Directing the maintenance and operation of the	
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	Plans and manages technical renovation projects	
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	Based at: ABC New Products Co. Ltd., Beijing	
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Ş1 i	Graduation from a 4-year college or university with	

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Administration.	
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Five or more years of professional related	
experience	
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Knowledge of business and contract law	
Skill in using a personal computer, engineering	
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Ability to communicate in English clearly and	
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Must be a very competent writer of business letters,	
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	Why do you want to?	
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