

Contents (Vol. I)

Preface (序).....	1
Unit 1. In the Office (在辦公室).....	1
Unit 2. Document Processing: Petition (文書處理: 上簽呈).....	7
Unit 3. Budget and Expenses (預算及費用).....	19
Unit 4. Salaries and Allowances (薪水及津貼)	25
Unit 5. Interview for a Job (求職面試).....	35
Unit 6. Positions Available (I) (事求人(I)).....	47
Unit 7. Positions Available (II) (事求人(II)).....	57
Unit 8. Occupations (I) (職業(I)).....	65
Unit 9. Occupations (II) (職業(II)).....	71
Unit 10. Personnel of a Store (商店的人事).....	77
Unit 11. Personnel Reshuffle (人事變動).....	87
Unit 12. Finding an Agent (徵代理商).....	95
Unit 13. Sole Distribution (獨家經銷).....	105
Unit 14. Discussion Between the Principal and the Prospective Agent (本店和未來代理店洽商).....	109
Unit 15. Cooperative Plan in Manufacturing Automobile (合作製造汽車計劃).....	121

目錄 (上册)

Unit 16. Buying an Automobile (購買汽車).....	127
Unit 17. Enquiries about Financial Status (徵問財務狀況).....	131
Unit 18. Enquiries about Merchandise (詢問商品).....	139
Unit 19. On Consignment (託售).....	153
Unit 20. Improving Poor Sales (改善不良銷售狀況).....	161
Unit 21. Declining Requests for Lower Prices (婉拒客戶殺價).....	173
Unit 22. Orders (訂貨).....	183
Unit 23. Cancellation of Order (取消訂貨).....	195
Unit 24. Fluctuating Prices (波動的價格).....	205
Unit 25. Complaint about Late Delivery (不滿延遲交貨).....	213
Unit 26. Complaint about Packing (不滿包裝).....	223
Unit 27. Claim for Theft and Damage (竊盜與損害的索賠).....	229
Unit 28. Complaint about Poor Quality (埋怨品質低劣).....	239
Unit 29. Deferment of Payment (延後付款).....	251
Unit 30. Invoicing (開發票).....	261
Unit 31. Settlement of Accounts (I) (結帳 I).....	269
Unit 32. Settlement of Accounts (II) (結帳 II).....	275
Unit 33. Engagements (約會).....	283