

一、Key Points for Core Dialogue Scenarios (for Completing Dialogues)

1. New Job Onboarding

Core Logic

Introduce yourself → Get to know colleagues → Clarify job responsibilities → Seek support.

Key Expressions

- Greetings: "I'm [Name], the new [Position]. It's a pleasure to meet you all." / "Welcome on board! We'll help you get up to speed."
- Asking about duties: "Could you give me the rundown on my main tasks?" / "What should my priorities be in this role?"
- Seeking help: "I'm still getting my feet wet with [task]—could I pick your brains later?"

2. Team Collaboration

Core Logic

Delegate tasks → Propose ideas → Negotiate differences → Confirm alignment.

Key Expressions

- Delegation: "I'd like to delegate the [task] to you—could you take ownership of it?" / "You'll be the point person for [project]."
- Let's have you manage/do
- I'd like to delegate
- Proposing ideas: "I have an idea to throw out there: what if we [suggestion]?" / "Maybe we can streamline the workflow by [method]."
- Resolving disputes: "I see your point, but have you considered [alternative]?" / "Let's weigh the pros and cons of each approach."

3. Client Communication

Core Logic

Clarify needs → Address complaints → Follow up → Manage expectations.

Key Expressions

- Clarifying requirements: "Shall we go over your requirements?" / "What's the main goal you're hoping to achieve?"
- Handling complaints: "Thanks for flagging this issue—we're working on a fix and will keep you updated."
- Following up: "Please let me know your ETA once confirmed." / "I'll send a proposal based on our discussion."

4. Meeting Skills

Core Logic

Arrange meeting → Manage agenda → Contribute ideas → Record decisions.

Key Expressions

- Arranging: "Can you touch base with the team to set a meeting time?" / "How does [time] sound for the meeting?"
- Agenda management: "Let's stick to the agenda—first, we'll review [topic]." / "We're running short on time—let's wrap up this item."
- Contributing: "Could I add a thought?" / "That's a great point—it makes me think about [idea]."

5. Job Interview

Core Logic

Introduce background → Highlight strengths → Answer scenario questions → Ask follow-up questions.

Key Expressions

- Background introduction: "I majored in [major] and have [years] of experience in [field]."
- Strengths: "I'm good at framing problems and leading teams to deliver results."
- Follow-up questions: "Could you share the team composition for this role?" / "What qualities do you think are most important to excel here?"

二、Typical Scenario Scripts (for Script Writing)

1. Job Interview (Tech Position)

Interviewer (Penny): Good morning, Josh! Thanks for coming. Could you walk me through your resume a bit? **Josh:** Sure. I majored in computer science and worked as a back-end developer for 3 years. I focused on API integration and cloud deployment for SaaS products, and once optimized a data-crunching process that cut latency by 30%. **Interviewer:** Impressive! What attracted you to our company's AI project? **Josh:** I've followed your team's work on generative AI for healthcare—your focus on accuracy aligns with my professional goal of building responsible tech. My experience in machine learning deployment can contribute to your prototype testing. **Interviewer:** What's a weakness you're working on? **Josh:** I used to struggle with delegating tasks, but I've learned to define clear roles for team members and trust their expertise—this helped our last project meet the deadline ahead of schedule. **Interviewer:** Great. Do you have any questions for us? **Josh:** Could you share the team composition for this AI project? And what qualities do you think are most important to excel in this role?

2. New Job Onboarding

Supervisor (Jacob): Welcome on board, Lisa! I'm your immediate supervisor. Let me introduce you to Brian—he's the go-to person for database issues. **Brian:** Nice to meet you, Lisa! I'm glad to have you here. I'll give you the rundown on our internal systems later. **Lisa:** Thanks! I'm just getting my feet wet with the project—could you clarify my main priorities first? **Jacob:** Your core task is to assist with user-testing for the new IoT device. First, you'll learn the ropes of our customer service policies, then work with Brian to analyze test data. **Lisa:** Got it. Should I focus on writing reports now, or just collect data initially? **Jacob:** Let's prioritize data collection this week. Brian will help you get up to speed with the database tools. If you have questions, my door is always open. **Lisa:** Perfect—thank you both for the guidance!

3. Team Collaboration Meeting

Team Lead (Ellie): Let's get started. First, we need to delegate tasks for the smart watch project. Ann, could you take ownership of sensor testing? George, you'll handle data analysis. **Ann:** Sure. I was thinking we could do initial analysis on-site to streamline the workflow—testers know the raw data better. **George:** That sounds promising, but would it delay the schedule? **Ann:** We could add one day to each test trip—no impact on the final deadline. **Ellie:** Good point. Let's go with that. Lisa, you'll be the point person for client updates—make sure to share progress every Wednesday. **Lisa:** Got it. What if the client has new requests during the process? **Ellie:** Bring them up in our daily scrum—we'll weigh the pros and cons together. Let's confirm: Ann tests sensors + on-site analysis, George crunches data, Lisa handles client sync. Any objections?

4. Client Communication (Complaint Handling)

Client (Mr. Lee): The app's payment function keeps failing—this is costing us sales! **Lisa:** Thanks for your feedback, Mr. Lee. We're aware of the issue and have pushed a fix. It will be fully deployed by tomorrow. **Client:** Why wasn't this fixed earlier? **Lisa:** We apologize for the inconvenience. The bug was related to third-party payment API integration—our team has tested the fix thoroughly. I'll send you a confirmation once it's live. **Client:** Alright, please keep me updated. **Lisa:** Absolutely—we'll follow up by noon tomorrow.

5. Meeting & Minutes

Meeting Process

Chair (Jacob): Thanks for joining, everyone. Today's agenda: first, project kickoff goals, then task allocation, finally AOB. Let's start with the goals—our target is to launch the app in 3 months. **Katharine:** Can I jump in? I think we need to adjust the timeline—UX design will take longer than planned. **Chair:** Good point. Let's discuss that after task allocation. Alex, could you brief us on the design timeline? **Alex:** Sure. We'll finish wireframes in 2 weeks, then user testing in 1 week. **Chair:** Great. Let's wrap up task allocation: Alex leads design, Katharine handles development, Lisa manages client communication. Any other business? **Team:** No. **Chair:** Alright, meeting adjourned. Lisa, could you send the minutes by EOD?

Meeting Minutes (Key Section)

Meeting Title: Smart App Project Kickoff **Date:** [DD Month YYYY] | **Time:** 10:00–11:00 | **Location:** Conference Room A **Attendees:** Jacob (Chair), Alex, Katharine, Lisa **Key Decisions:**

1. Project launch target: 3 months (adjusted pending UX timeline review).
2. Task allocation: Alex (design), Katharine (development), Lisa (client communication). **Action Items:**

- Alex: Submit UX wireframe timeline by Friday.
- Lisa: Distribute meeting minutes by EOD. **Next Meeting:** [Next Week, Same Time]

6. Compensation Negotiation

HR (Sarah): We're pleased to offer you the position of Senior Developer. The base salary is \$90k, plus a 10% performance bonus, and 15 days of PTO. **Candidate (Mike):** Thank you for the offer, Sarah. I'm excited about the role, but I was hoping for a higher base salary—\$95k. My previous role included stock options, and I have 5 years of experience in AI development which aligns with your project. **HR:** I understand. Let's see—we can adjust the base salary to \$93k, and include 2 additional professional development courses per year. Unfortunately, stock options are only available for employees with 1+ year of service. **Candidate:** That works for me. Could you confirm the 401(k) matching program? **HR:** Yes, we match 5% of your contributions. I'll update the offer letter and send it to you tomorrow. **Candidate:** Perfect, thank you.

7. Technical Report Presentation

Presenter (Alex): Good morning, everyone. Today I'll update you on the LLM model testing progress. I'll cover three points: accomplishments, issues, and next steps. **Presenter:** First, accomplishments: we've completed 5 rounds of testing on 10k datasets—accuracy improved from 82% to 91%. The model now handles technical queries 30% faster. **Presenter:** Next, issues: the model struggles with dialects—error rate is 15% for regional languages. Also, response latency increases when handling long texts. **Presenter:** Finally, next steps: we'll fine-tune the model with dialect datasets next week, and add a caching layer to reduce latency. We aim to

resolve these issues in 2 weeks. **Audience:** Will the caching layer affect data security? **Presenter:** Great question—we'll use end-to-end encryption, so security won't be compromised. Thank you for listening—any other questions?