



保研人

超全!

英文面试模板

30万保研人的黄埔军校

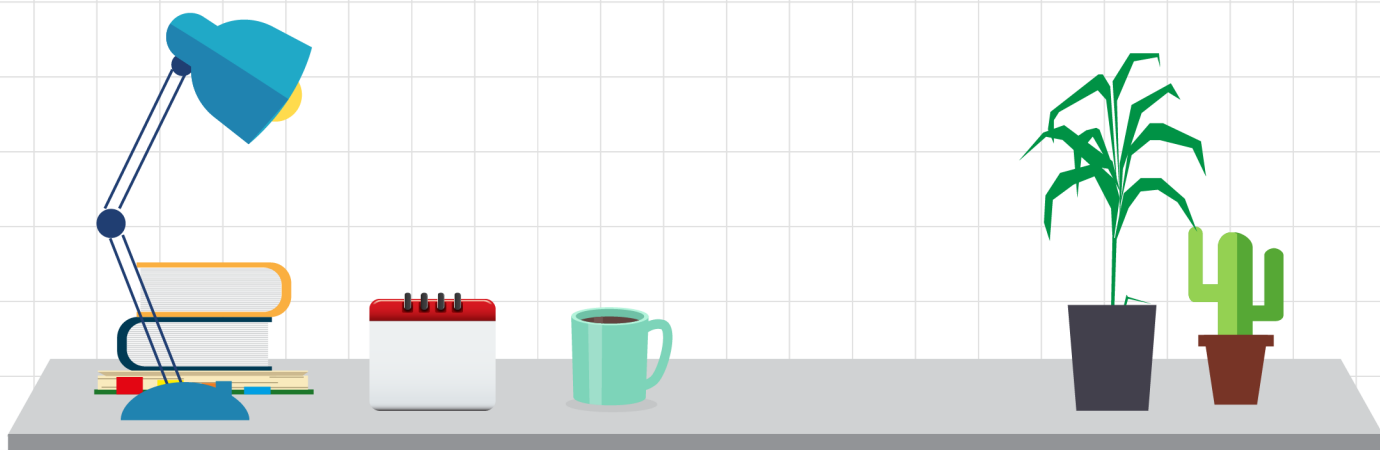
· 自我介绍

· 热门问题

· 时事热点

· 文段翻译

· 通用技巧



保研人 英文面试模板

自我介绍.....	3
常见热门问题.....	7
(一) Postgraduate.....	7
Q1:为什么你选择我们的学校, 继续学习?.....	7
Q2:为什么选择 x 专业?为什么你要换专业?(对于跨专业而言).....	9
Q3:如果你录取了我们学校, 你希望在这里收获什么?	11
Q4:对于接下来研究生学习的规划?	12
Q5:毕业后的职业规划?.....	13
(二) Education & School.....	13
Q1:聊聊你的本科专业(跨保生注意)	14
Q2:聊聊你的本科大学.....	15
Q3:你最喜欢哪门课程?为什么呢?.....	17
Q4:你觉得英语重要么?为什么?.....	18
Q5:校园生活中你认为最有成就感的事?.....	19
Q6:科研经历(scientific research)	20
Q7:专业书籍(professional books)	21
Q8: 本科课程(favorite subject)	22
Q9: 跨专业的原因(change your major).....	24
(三) Hometown& Cities.....	25
Q1:能否介绍一下你的家乡.....	26
Q2:在你家乡气候怎么样?.....	28
Q3:你家乡的人怎么样?.....	29
(四) Family& Family Members.....	29
Q1:你能描述一下你的家庭吗?.....	30
Q2:描述一下你的父亲母亲.....	32

(五) Spare time& Hobbies.....	32
Q1:你有什么兴趣爱好?	33
Q2:你空闲时间喜欢做些什么.....	34
Q3:喜欢的书籍.....	35
Q4:你有什么特长?	35
(六) Yourself.....	37
Q1:优点.....	38
Q2:缺点.....	39
Q3:性格.....	40
Q3:你从社团经历中学到了什么?。	41
时事热点类问题.....	42
新冠.....	42
Q1:你怎样看待西方国家应对新冠病毒的举措?.....	42
Q2: 你如何看待中国对新冠病毒的举措?	42
Q3:新馆疫情封锁期间你在做什么?	43
Q4:为了抵御感染你做了什么?	44
Q5:你怎样看待这次疫情的影响?.....	44
文段翻译.....	45
(一) 英语专业翻译面临的顾虑.....	45
(二) 英语专业翻译的应试技巧.....	46
(三) 经管高频专业英语词汇.....	46
通用技巧.....	73

自我介绍

英文自我介绍需要以真实为基础，同时有侧重点、精炼。篇幅上，可以按照时间不同准备两个版本，简单的 1min 和充实的 3min 版本。内容上，可以根据申请院校的要求和个人优势匹配自我介绍侧重点。大致包括姓名本科院校、专业，成绩排名，科研经历，科研成果，竞赛实习实践，兴趣方向，研究计划等，内容要把握重点，尽量不要说很多与专业无关的内容，比如可以少说爱好多说科研，把时间充分利用好。语言上，注意语速适中以及做好停顿。可以按照以下结构进行自我介绍：

1、考官要求你作自我介绍时，开头可以用一句话引入：**Dear professors, I feel so glad to meet all of you here.**然后就可以进入主题，介绍姓名、年龄等等。

2、自我介绍的主体内容

(1)姓名。介绍自己姓名时，发音一定要准。

(2)年龄。年龄可以跟在姓名后带过(1 am XXX, 25 years old)

(3)原来的院校、专业。注意:一定要把原来学校的英文名称、专业的英文名称弄清楚(尤其是跨校、跨专业的学生)。

(4)性格、能力。可以着重强调你的个性对你报考的专业有何积极的作用。如果报考的是学术性的专业，可以说自己细心(carefully, detail-oriented)、条理分明(logical)、踏实(steady)等如果是研究性、应用性更强一点的专业，可以说自己负责(responsible)、可靠(dependable)有效率(efficient)等其他的一些表示性格、能力的形容词有: active, aggressive(有进取心的), adaptable, amicable(友好的), analytical(善于分析的), cooperative, creative, disciplined, dutiful, energetic, faithful, gentle, independent(有主见的), innovative, motivated. modest, objective, precise, punctual, precise(一丝不苟的), temperate 等等。

(5)爱好。 All work and no play make Jack a dull boy.除了强调你的学习的重视，同时也要避免给考官一种“书呆子”的感觉。一般可以从体育、音乐、电影等方面来说，同时要简单说明这些爱好对你的积极意义(build my body, relax myself,

open my mind)注意避免提到那些可能引起考官反感的爱好, 如: playing computer games, watching TV 等。

(6)你对专业有兴趣(be interested in/be fascinated with/be obsessed with, 可适当举出一些例子如经常看相关的书籍、论文、文章、新闻等。

(7)结束时可以说:That' s all about me./we, that' s who I am. Thanks for your attention.

示例 1:

Good afternoon/morning, dear professors. It is my honor to be here for this interview. My name is xxx(中文名), you can call me xxx(英文名). I came from xxx(家乡), a beautiful city in xxx(省份) Province. I am majoring in xxx(专业). And I am going to graduate from xxx(大学), xxx(学院). In fact, this is not my first trip to xxx(城市), but is my first time coming here is for the summer camp. I truly enjoyed the period I studied and lived at college. But now I know it is time to find another place for further study. After considering a number of factors, and asking seniors for advises, I decide to try my best to get into this school, and that is why I am standing here. To enter xxx(学校) has been my dream for several years. After the failure in college entrance examination 3 years ago, I did not give up this goal, and I firmly believe the effort I paid in the past 3 years is quite worthy for this.

I choose this university for many reasons. Firstly, to tell the truth, I love and have great interest in this city, which is the capital of china. People here are always helpful, open-minded and well-educated. Furthermore, this is the best university here and famous all over the world, she can provide the students a higher and better platform for learning and doing research, and I believe more opportunities can be offered here.

I have been working diligently in the past 3 years. When I was a sophomore, I began to participate in the competition with the help of the teachers and seniors. At the beginning, I have made some mistakes, and I am afraid of making presentation in front of many people. However, several competition experiences has made me more confident and improved my ability in many aspects.

I also achieved good results, such as winning the special prize in xxx(比赛), and xxx(比赛). I was responsible for the overall planning and the operation of WeChat public platform.

All of these experiences made me more and more interested in my profession, and I hope I can learn more about it, thus I came here, because I do believe that xxx(学校) could provide me the best platform.

Well, in my spare time, I like playing table tennis and reading. While doing sports helps me keep fit physically, reading renders my mind more matured mentally. During vacations, I like to go traveling and I believe it can enhance my social knowledge and experiences.

In the end, I would like to say that I like xxx(学校) very much and want to continue my postgraduate study here. I hope I can achieve it. That is all. Thank you very much for your time and attention.

示例 2:

Good morning, dear professor. I am glad to be here for this interview. My name is XXX and I am XXX years old. I come from XXX, a very beautiful seaside city. I will graduate from XXX University, although it is not well known, I still appreciate it, because it offers me a chance to develop my abilities. I'm an optimistic person, warm-hearted, easy-going and rich in curiosity. During my college years, I have made rapid and great progress in many areas, as a student, I work very hard, and obtain scholarship many times, as a monitor, I work earnestly, also gain good comments from teachers and classmates, working as a vice president of Student Union, I strive to finish any assignment perfectly. These experiences really broaden my view on my future major. I am brave enough to meet the challenges and deadlines.

I dreamed to have a golden opportunity to study on your campus, which I fully enjoyed when I arrived two years ago. And the most important reason why I choose Business administration as my major is that I have profound interest in the operation

and the strategy behind the company, especially many companies desirous to file themselves into the international market and have to confront plenty of issues.

Four years' university education gives me a lot of things to learn, a lot of chances to try, a lot of practices to improve myself. It teaches me not only what to study and how to think, but also to see the important of practical ability. Of course, if I am given a chance to further my education in this famous university, I will spare no effort to master the latest knowledge in my field, and owing to my perseverance and hard work, I believe I can successfully realize my dream.

That is all. Thank you so much again for giving me the chance for this interview.

示例 3:

Dear my professors, good morning.

I am very glad to be here for this interview, my name is Renee(给自己取的英文名字, 也可以写自己的中文名字, 没有什么影响), a twenty-three years old girl(年龄写自己的实际年龄). I come from XXXX(自己家乡城市名称), a city with a long cultural history of (自己家乡省份名称) Province. I will graduate from the environment and planning department of (自己本科学校及院系) University, and I major in (自己本科专业)

During my college life, I have passed CET4 and CET6 smoothly. As is well known, creation for studying is important as air and water. In order to cultivate the ability of innovation, I took part in the XXXX(科研项目名称). The theme of the issue is XXXX(科研项目的名称). We have finished a paper, and as a captain, I have learned how to unite a group and write a paper, what is more, my favorite instrument is Guzheng, and I can play numerous programs.(一般老师比较看重学生的科研能力, 本科有没有参加过科研项目, 可以简单说一说, 再加上自己的兴趣爱好, 能说多一点就多一点。)

If I were admitted by your esteemed university, I would spare no effort to study my major well and improve myself.(表表决心, 如果被录取, 一定要好好学习)

That is all, thank you for your attention.

常见热门问题

(一) Postgraduate

● 常用词

本科: undergraduate

研究生: postgraduate

大一学生: freshman

大二学生: sophomore

大三学生: Junior

大四学生: senior

学位: degree

文凭: diploma

证书: certificate

本科学位: bachelors degree

硕士学位: masters degree

选修课: elective/optional course

必修课: compulsory course

学分: credit

Q1:为什么你选择我们的学校，继续学习?

Why do you choose to study at our school?

这一题的落脚点是“我们学校(our school)”，你要对目标院校的信息有一个全方位的了解如果是本校生的话，在自我介绍中就可以点到这点，拉近跟考官的关系。如果是外校，考官通常会问: Why did you choose our university?那么我们就可以说说它与保研院校之间的异同，然后说明你对这所学校的了解(校史、校训等等)为什么你选择这个学校、夸学校(I do love the atmosphere in your university. It is full of youthful spirits);要注意的是:一定要说明你对在原来的成接受教育心存感激之情 appreciation(从好的方面说一说)，着重强调希望能被录取。表达自己坚定的决心、展望一下未来。

1、 has been deeply impressed by the academic atmosphere.(这里的学术氛围令人印象深刻)

- 2、 provide people with enough room to get further enrichment.(为学生提供足够的发展空间)
- 3、 I am long for doing research throughout my life.(我渴望从事学术研究)
- 4、 one of the most famous university.(最著名的大学之一)
- 6、 It is a pleasure to be with my favorite major for lifetime.(能学我最爱的专业是一种享受)
- 7、 most important factor- make a solid foundation for future profession(最重要的因素—为将来的职业打下坚实的基础)

示例 1:

I am deeply impressed by the academic atmosphere when connecting to the web site of your school. In addition, I am attracted by the process of XX, and want to do something for XX. As the proverb says 'progress is the activity of today and the assurance of tomorrow.' If I got a chance to study here, I would like to continue to accept professional training, in order to get ready for working in the future. I hope I can achieve my goal soon.

当我浏览到贵校的网站时，我对贵校的学术氛围印象深刻。另外，我被 x 专业所吸引，想为 xx 做点什么，正如谚语所说：“进步乃今日之努力明日之保证，”如果我有机会在这里学习，我想继续接受专业教育，为将来的工作做好准备，我希望我能尽快实现我的目标。

示例 2:

I have been deeply impressed by the academic atmosphere when I came here last opinion, as one of the most famous university in our country, it provides people with enough room to get further enrichment. This is the first reason.

The second one is I am long for doing research in #F throughout my life. It's a pleasure to be with my favorite 1 for lifetime. I suppose this is the most factor in my decision.

Thirdly, I learnt a lot from my HRit during the past two years. However, I think further study is still urgent for me to realize self-value. Life is precious t is necessary

to seize any chance for self-development, especially in this competitive modern world.

当我去年夏天来到这里时，这里的学术氛围给我的留下了深刻的印象，在我看来，作为我国最著名的大学之一，它为人们提供了足够的空间来进一步充实自己，这是第一个原因。第二个是我渴望在 x 领域终身做研究来能一直学我最喜欢的专业，我想这是我做决定时最重要的因素。

第三，在过去两年我从工作中学到了很多东西。我认为进一步的学习对于我实现自我价值仍然是迫切的，生命非常宝贵有必要抓住任何自我发展的机会，尤其是在这个竞争激烈的现代世界。

Q2:为什么选择 x 专业?为什么你要换专业?(对于跨专业而言)

xxx study as your major? Why do you change your major?

老师通常会对跨专业的学生问这样一个问题:为什么会选择这个专业?不要千篇一律地回答只说“我对这个专业感兴趣”，可以把每个人都会谈到的原因简要地罗列一下，对具有自己特色的原因则可大谈特谈，详细地阐述自己的观点，让老师印象深刻。

示例 1:

I major in international trade and have great interest in it. International trade currently become increasingly important in the world of globalization, And those companies desirous to find elves into the international market and have to confront plenty of issues. Thus, corresponding emphasis have been put on these issues in this field. But during my college study and internship period. I have found I have many to study, So it is very necessary and urgent for me to grasp firmly and comprehensively the relevant knowledge of international trade. That's why I choose this majoy.Now I look forward to enriching my scope in this field in our universiry。

我的专业是国际贸易，我对它很感兴趣，当前，国际贸易在全球化的世界中变得越来越重要而那些希望进入国际市场的公司不得不面对大量的问题，因此，对这一领域的研究也有了相应的重视。但在我的大学学习和实习期间，我发现我有很多要学习。因此，全面、扎实地掌握国际贸易的相关知识是非常必要和迫切的。这就是我选择这个专业的原因。现在，我期特着在我们学校丰富我在这一领域的视野。

示例 2:

I have shifted my major from Mathematics to Quantitative Economics, mainly out of my interest. During the holidays, I got the chance to work for a company as an intern. When I first acquainted myself with the knowledge of quantitative economics, and I was attracted deeply by it. What's more, what I have learned can be applied very well to this subject, Meanwhile, the major has gained wide application and concern for the time being. So gradually I got the idea that I should try my best to earn Quantitative economics.

我已经把我的专业从数学转向了定量经主要是出于我的兴趣。在假期里，我得到了在家公司实习的机会，当我第一次接触到定量经济学的知识时，我被它深深地吸引住了。更重要的是，我所学到的可以很好地应用到这门课上，同时，该专业也得到了广泛的应用和关注。所以渐渐地我有了我应该尽我最大的努力去学习定量经济学。

示例 3:

Firstly, I have a profound love in my major, XX. which is very practical and useful. In my opinion, I can broaden and enrich the knowledge in this field through the postgraduate education at this a long-lasting love of the atmosphere here. It is full of passion and youthful spirit.

Secondly, I have a long-lasting love of the atmosphere here. It is full of passion and youthful spirit. All the things can inspire me to form some fantastic thoughts and excellent ideas. This kind of is very helpful for study. When I came here for the first time I was deeply impressed by the academic atmosphere and the faculty.

In addition, this institute enjoys a good reputation in the field. I think as the most famous institutes in our country, it provides us with enough room to get further enrichment.

首先，我热爱我的专业，xx，这是非常实用和有用的。在我看来，通过这个研究所的研究生教育，我可以拓宽我的视野，丰富这个领域的知识。

其次，我对这里的气氛非常喜爱，它充满了激情和青春的精神。所有的事情都可以激发我形成一些奇妙的想法和优秀的想法。这种气氛对学习很有帮助，当我第一次来到这里时，这里的学术氛围和师资给我留下了深刻的印象。

此外，该研究所在该领域享有良好的声誉。我认为作为我国最著名的学院，它为我们提供了足够的空间来进一步提升自己。

Q3:如果你录取了我们学校，你希望在这里收获什么？

What do you expect to achieve during your study if you are enrolled into this institute?

可以回答的方面有:(一)理论知识(二)实践经历(三)继续学习

示例 1:

There must be many things to learn if I were enrolled into my ideal research field. I hope I can build up as a systematic view of xx, especially in the fields of xx. Sincerely, my wish is to get a complete comprehension of xx.

如果我进入我理想的研究领域，一定有很多东西要学，我希望能够对 xx 有一个系统的认识，特别是在 xx 领域，真诚的希望能对 xx 有一个全面的了解。

示例 2:

I hope to get two things from here. The first, I want to learn professional skills as much as possible. The second is making a lot of friends. There are a lot of distinguished people here. Making friends with these people will be a great pleasure to me. I am willing to learn from them and share my knowledge with them. I am sure good friend can help each other develop themselves altogether.

我希望从这里得到两样东西，第一，我想尽可能多地学习专业技能。第二是交很多朋友，这里有许多优秀的人，与这些人交朋友将是我的一大乐趣，我思意向他们学习，与他们分享我的知识，我相信好朋友可以互相帮助，共同发展。

Q4:对于接下来研究生学习的规划？

What is your plan in the postgraduate study?

示例 1:

If luckily I got the chance to lean XXX in XX university, I will concentrate on the study and research in this field. First I will hard to learn the theoritical knowledge, constructing a solid base for my future work: Second I would like to the help of the supervisor and classmate. And through this. I can get something that cannot be acquired from the textbooks. I believe after 2 years of learning. my dream will finally come true.

如果我有能在 XXX 大学 XXXX，我将专注于这一领域的学习和研究，前，我会努力学习理论知识，为以后的工作打下坚实的基础；其次，我想在导师和同学的图助下做一些实际工作。通过这个，我可以得到一些不能从读本上既得的东西，我相信经过两年的学习，我的梦想一定会实现。

示例 2:

There must be many things to lean if I were enrolled into my ideal research field. I hope I can build up a systematic view of xx in the fields of XX. Sincerely, my wish is to get a complete comprehension of xx. On the other hand, I am dreaming of the participation of some relevant projects of my major, for this reason, I will get more experience in practice. And what's more, doctorate degree, if it is possible. In a word, I am looking forward to making up a solid foundation for future profession which is based on three years of study here.

如果我进为我理想的研究领域，一定有很多东西要学，我希望能够对 xx 有一个系统的认识，特别是在 xx 领域，真诚的希望能对 xx 有一个全面的了解。另一方面，我也梦想着能参加一些与我专业相关的项目，因此，我会在实践中获得更多的经验。更重要的是，我希望继续我的博士学位的学习，如果可能的话。总而言之，我希望通过在这里三年的学习，为将来的职业打下坚实的基础。

Q5:毕业后的职业规划?

Do you have a career plan in 5 years?

示例 1:

After my graduation, I want to find a job in Siemens and make good use of the theories I will have learned from this university. I have the potential to be a professional manager and do program management. I love economic policy research. 毕业后，我想在西门子找一份工作，充分利用在这所大学所学的理论知识。我有潜力成为一名职业经理人，从事项目管理工作。我喜欢经济政策研究。

示例 2:

After graduation, I want to further my study for a Doctor's degree. Then I will work for a research institute. What satisfies me most is to make contributions for Chinese economic growth.

我想继续攻读博士学位。然后我将为一个研究机构工作。最让我开心的是为中国的经济发展做出贡献。

(二) Education & School

● 常用词

奖学金: scholarship

(学位)论文:thesis

(论文)导师: supervisor

实习生: Inter

实习期: internship

干事: secretary

兼职: part-time job

学生干部: student leader

学生会: students' union

活动负责人: campaign manager

学生会主席: president of the students'
union

Q1:聊聊你的本科专业（跨保生注意）

Tell me something about your major.

可以包含的内容:(一)专业名称(二)专业课程(三)这个学科设立是做什么的、为什么设立, 该学科的意义(四)业和目标专业的比较、异同

示例 1:

My major is Information management and Information system. It is a vast subject which involves a variety of courses such as accountant, C programming language, data structure, ERP. And so on.

Nowadays, computer program is widely used in business decision. So Information management and on system was born. It is an interdisciplinary subject, just like us Communication.

我的专业是信息管理与信息系统。它是一门涉及面很广的学科, 涉及会计、C 语言、数据结构、ERP 等多种课程。如今, 计算机程序在商业决策中得到了广泛的应用。信息管理和信息系统就这样诞生了。这是一门跨学科的学科, 就像传播学一样。

示例 2

As I have been studying on a full-time basis at an English language school, we have only one subject, namely English for Academic Purposes called EAP. We do reading and writing, practical speaking and listening by means of cassettes. English is the

language of the future, especially in the business world. What I mean to say is that when I am able to communicate well in English. I will not only be able to go and study abroad and improve my qualifications, but also have mastered a very necessary tool for my future career

由于我一直在所英语语言学校全日制学习，我们只有一门课程，即学术英语，叫做 EAP 我们用磁带进行读写、说和听。英语是未来的语言，尤其是在商业领域。我想说的是，当我能够很好的用英语交流的时候，我不仅能够出国留学，提高自己的素质，而且掌握了未来职业生涯中非常必要的工具。

Q2:聊聊你的本科大学

Tell something about your university.

示例 1:

XXXUniversity is the oldest one in the province. It was founded in XXXX and covers an area of over XXXXX. The building area is XXXX square meters. It develops into a comprehensive university with efforts of generations, especially after the reform and opening up. It takes the lead among the XXXXX university with nice teaching and scientific research ability. The library has a storage of XXX books. various research institutes are set up including 52 research centers. There are teaching research experimental bases. For example, the computer center, analyzing-test center, modern education technical center and so on.

xx 大学是这个省最古老的大学。公司成立于 XXXX 年，占地面积超过 XXXXX。建筑面积 XXXX 平方米。经过几代人的努力，特别是改革开放以后，学校发展成为一所综合性大学。教学和科研能力在 XXXXX 大学中处于领先地位。图书馆藏书 XXX 本。设有各类研究机构，包括 52 个研究中心。有教学研究实验基地。如计算机中心、分析考试中心、现代教育技术中心等。

示例 2:

I studied in XX University. Although it is not well-known, I still appreciate it, because it offers me a chance to develop my abilities. During my college years, I have made rapid and great progress in many areas, as a student, I work very hard, and obtain scholarship many times, as a monitor, I work very hard, and obtain scholarship many times, as a monitor, I worked earnestly, also gain good teachers and classmates, working as a member of Student Union, I strive to perfectly. In a word, I learned a lot in my college life.

我就读于 XX 大学。虽然它不出名，但我还是很欣赏它，因为它给了我一个发展自己能力的机会。在我大学期间,我取得快速和大的进步在许多地区,作为一名学生,我努力工作,并获得多次奖学金,作为班长,我工作非常努力,并获得多次奖学金,作为班长,我工作认真,也获得很好的老师和同学,作为学生会的一员,我力求完美。总之，我在大学生活中学到了很多。书本。设有各类研究机构，包括 52 个研究中心。有教学研究实验基地。如计算机中心、分析考试中心、现代教育技术中心等。

示例 3:

My university is xx which is old and smart. The many old buildings here are actually great libraries and labs. Scientific and technological development is easily smelt in the air, because she never lags behind the world. What makes me happy and strong is that it provides me with unfading energy. And it is definitely beneficial for me to be granted enthusiasm. The deep impression of my university is her creativity and profundity. As is known to all, she has a wide range and comprehensive style.

Every school year a diversity of competitions and activities are held and a large number of students take active part in them. I do appreciate such a style. College students are supposed to enjoy more freedom to develop themselves. However, my college seems more concerned on the efficient cooperation and teamwork among students as to prepare them for the competitive society.

In my opinion, my college is more than cultivated character, richer knowledge and greater abilities. she provides me with what I've dreamed of.

我的大学是 xx，它是古老而又智慧的。这里的许多老建筑实际上是伟大的图书馆和实验室。科学技术的发展很容易在空气中嗅到，因为她从不落后于世界。让我快乐和坚强的是它给了我持久的能量。对我来说，被赋予热情无疑是有益的。她的创造力和深度给我的大学留下了深刻的印象。众所周知，她是一个涉猎广泛，风格全面的人。

每学年都会举办各种各样的比赛和活动，很多学生都积极参加。我很欣赏这样的风格大学生应该享受更多的自由来发展自己。然而，我的大学似乎更关心学生之间有效的合作和团队合作，以便为他们准备好迎接竞争的社会。

在我看来，我的大学不仅仅是培养品格，丰富知识和更大的能力。她给了我梦寐以求的东西。

示例 4:

Huazhong university of science and technology is a young college in Hubei province, which was founded in 1952. It is very big, which covers an area of over 7000 mu and has 35 canteens. I have not even eaten all of them during the four years. Also, it is an engineering school and have impressive academic atmosphere. Although it is not very well-known in our province, it is making progress continuously. I've learned a lot in my college life and really have a good time in Huake.

华中科技大学是湖北省一所年轻的高校，始建于 1952 年。它非常大，占地 7000 多亩，有 35 个食堂。在这四年里，我甚至没有把它们全部吃掉。此外，这是一个工程学校，有令人印象深刻的学术氛围。虽然它在我们省不是很有名，但它在不断进步。我在大学生活中学到了很多，在华科度过了一段美好的时光。

Q3:你最喜欢哪门课程?为什么呢?

What is your favorite subject and why?

示例 1:

We learned about many things, such as accountant, C programming language, data structure and so on. But I like learning ERP the most. ERP system is a software that integrates all the information processing functions across a computer. On my second year of college, we took a ERP simulation course. I was a CFO-Chief Financial Officer of our group. I had to decide which order is the most suitable for us company. We understand that logistic flow, information flow, and capital flow. It is very meaningful and practical.

我们学了很多东西，比如会计，C 语言编程，数据结构等等。但是我最喜欢学习 ERP，ERP 系统是一种集成了计算机上所有信息处理功能的软件，在我大学二年级的时候，我们参加了一个 ERP 模拟课程，我曾是我们集团的南财务官。我必须决定哪个订单最适合我们公司。我们理解物流、信息流和资金流。这是非常有意义和实用的。

Q4:你觉得英语重要么?为什么?

Do you think English is important for your future plans?

示例 1:

English is surely important to the study of my major. You see, my major is tyl. So I need to read a lot on the subject. And many good books and journals on this subject are in English. So it is very important for me to be able to read English effectively.

英语对我的专业学习当然很重要，你看，我的专业是 xx，所以我需要大量阅读这方面的书籍许多关于这个主题的好书和期刊都是英文的。所以对我来说，能够有效地阅读英语是非常重要的。

示例 2:

Of course. It plays an indispensable role both in my academic study and future career. When look for some learning material on-line for my research, the Chinese information is usually not enough, and thus the English information works as an

essential compensation. Furthermore, when I command English, work efficiency will be greatly improved because the time of the between languages is shortened.

是的,当然。它在我的学术研究和未来的职业生涯中都扮演着不可或缺的角色(当我在网上为我的研究寻找一些学习材料时,中文信息通常是不够的,因此英语信息是必要的补偿,此外,当我掌握了英语,工作效率会大大提高,因为语言之间的转换。

示例 3:

I think it is the inevitable. I mean the world is getting closer and closer, so it's inevitable that the world begins to use a common language. That means you can get a larger range of knowledge. If you understand English. If you want to do well in business, you should at least know a little English. Some of the best industries in the future will be involved in the international trade so if you are good at English, you will have more and better opportunities. Therefore, the popularity of English in China is really for practical reasons.

我认为这是不可避免的。我的意思是,世界变得越来越近,所以不可避免地,世界开始使用一种共同的语言。这意味着你可以获得更广泛的知识。如果你懂英语。如果你想做好生意,你至少应该懂一点英语。未来一当最好的行业将会涉及国际贸易,所以如果你擅长英语,你将会有更多更好的机会。因此,英语在中国的流行是有实际原因的。

Q5:校园生活中你认为最有成就感的事?

What has been your greatest success/ accomplishment in campus life?

示例 1, 适用于学术性成绩及获奖内容:

I would like to tell you something about my excellent diploma project in March this year. I started to prepare for my diploma project. The grade of the diploma project was very important for me to apply for the university of Sydney. I must try my best

to do it well. At that time , my buddy and I were practicing in the Great Wall securities company of Shenzhen , so our teacher suggested us to develop a system of Internet Stocks Analysis. However , our major was Computer Science and we didn't know a little about uh securities. It was a great attempt and Challenge to us. At first I have no confidence , but my parents and my tutor all encouraged me. I went to the book shopping center , went to the library , and surfed the internet to collect Information. It took me a month to read a great number of books and some famous software , taking the essence and discarding the dregs , and thesis.

我想告诉你一些关于我今年 3 月优秀的论文项目的事情。我开始准备我的论文项目，论文项目的成绩对我申请悉尼大学非常重要。我必须尽力把它做好。当时我和我的朋友在深圳长城证券公司实习，老师建议我们开发一个互联网股票分析系统。然而，我们的专业是计算机科学，我们对证券知之甚少，这对我们来说是一次巨大的尝试和挑战，起初我没有信心，我的父母和我的导师都鼓励我。我去了图书购物中心，去了图书馆，上网收集信息，我花 1 个月的时间阅读了大量的书籍和一些著名的软件，取其精华，去其糟粕，最终完成了我的学术项目

如果没有证书、奖学金、项目，可以说说其他方面的成就，如示例 2：

Rather than tell you more about my academic achievements , I would like to tell you about my personal accomplishment. You know , I was very poor in running speed and endurance quality. I was bad at the PE lessons. So I always caught cold in winter. During the whole years of 2016 , I ran most every day in 6 kilometers in the 3rd year of college , I took part in a marathon and ran to the finish line.

我想告诉你我个人的成就，而不是告诉你更多关于我的成就，你知道，我在跑步速度和耐力素质方面很差，我体育课上得很差，所以我总是在冬天感冒，2016 年，我在大学三年级的时候几乎每天都要跑 6 公里，我参加了马拉松跑到了终点。

Q6:科研经历（scientific research）

Could you say something about your experience of scientific research?

回答思路：不管是夏令营，还是保研，或者是考研，都绕不开自己在本科期间的科研经历，这个也是老师最看重的一个问题。建议好好准备。

回答建议：(1) 科研项目或者课题的名称；(2) 自己在项目中负责的内容；(3) 本次科研经历的收获(完善知识结构/荣誉等)；(4) 将本次科研经历与报考动机结合作进一步升华。

示例 1:

Under the guidance of the teacher, I did a research on 项目名称 in my sophomore year with my classmates. In the process of research, everyone spared no effort to complete the task, my task 自己主要承担的内容 In order to complete the research, we consulted many books and articles, for example 文献或者书籍的名称 We also applied 研究方法 methods to solve the problems encountered. By participating in this project, I have greatly improved my ability to discover, analyze and solve practical problems. I hope to apply the methods I have learned to the study and practice of graduate students.

在老师的指导下，我在大二的时候和同学一起做了 一个关于 XXX 的研究。在研究的过程中，每个人都不遗余力地完成了任务，我的任务 XXX 为了完成研究，我们查阅了许多书籍和文章，例 XXX。我们还应用了 XXX 方法来解决遇到的问题。通过参加这个项目，我在发现、分析和解决实际问题的能力方面有很大的提升，希望能够把学到的这些方法运用到研究生阶段的学习和实践中。

Q7:专业书籍 (professional books)

What professional books have you read before? What's the main idea of this text?

回答思路：在专业书籍的选择上需要注意两点:首先是不是不要选太热门的书，因为你选的书可能会和其他同学撞车，而且热门书籍一般也是入门书籍，会显得你的专业性不够。其次是尽量不要选择在场的面试老师们的书籍，因为时间紧迫你对于书里内容的把握可能并不是十分准确，而老师却十分熟悉书里的内容，这样交流起来你等于时时刻刻在给自己挖坑，同时这种班门弄斧的做法也会加重你的紧张感，影响面试的发挥。

回答建议：（1）书籍名称；（2）主要内容；（3）读后感

示例 1:

I read 书籍名称 on the recommendation of my undergraduate teacher. After the book was published in China, it caused a huge response. In the book, 作者 elaborated on 观点 and described how these trends will form a joint force to guide us in the direction in the future. There are a lot of content and opinions in this book that appeal to me, such as 你的观点, which I have never thought of before. Based on this, I have made further thoughts. For example, I thought of such questions, 你的疑问 123, and I hope I can continue to answer them through learning the question in my mind.

我在本科老师的推荐下，阅读了《xxx》，这本书在中国出版后，引起巨大反响。书中作者对(某专业内容)进行了详细的阐述，并描绘出未来这些趋势如何形成合力指引我们前行的方向。这本书中有非常多吸引我的内容和观点，例如 (书中的观点/内容)，这些都是我之前完全没有想到过的。基于此我还做了进一步的思考，例如我想到了这样的问题，(自身的思考和疑问)，希望接下来能够不断地通过学习去解答我心中的疑问。

Q8: 本科课程 (favorite subject)

What is your favorite subject and why?

回答思路：导师提问这道题是想了解一下你专业课的掌握情况，可以结合简历上罗列的主要课程来进行回答，可以选择自己得分比较高的那门课程，回答问题的重点要放在学习这门课程的收获，也就是自己的思考，而不是一味的讲述课程的主要内容，老师需要的不是一个复读机，而是一个有独立思想、有创新意识的研究生。

回答建议：（1）课程名称；（2）喜欢原因；（3）收获

示例 1:

During my undergraduate course, one of my favorite courses was 《课程名称》，The highlight of this course is not only the rich theoretical knowledge, but more importantly, the practice after the theoretical understanding. The teacher helps us deepen our understanding and reflection on the theory by leading everyone in practice. I think this is this course. The original reason that attracted me. For me, the biggest gain of this course is that it allowed me to piece together the scattered information I knew before to form a more systematic understanding. In addition, I also learned a lot of tools that can help me further study, such as 列举学习工具。本科期间，我最喜欢的一门课程是《课程名称》，这门课的闪光点并不仅仅是在于丰富的理论知识，更重要的是在理论理解之后的实践，老师通过带领大家实践来帮助我们加深对理论的理解与反思，我想这就是这门课程吸引我的最初原因。对我来说，这门课程最大的收获就是让我学会把以前知道的零零散散的信息拼凑起来，形成了比较系统的认知，此外，我还了解到很多能够帮助我进一步学习的工具，例如几个学习工具的名称。

示例 2:

My favorite course is Insurance Law. Because the teacher of this course has a strong personal style and academic confidence. He sometimes spoke English and Japanese, introduced different regulations on the same issue of Insurance Law in the United States and Japan, and traced the origin of such differences. This course broadened my vision and inspired my interest in learning.

我最喜欢的课程是保险法。因为这门课的老师有着很强的个人风格和学术自信。他有时会说英语和日语，介绍美国和日本对保险法同一问题的不同规定，并追溯这种差异的根源。这门课开阔了我的视野，激发了我的学习兴趣。

注意：采用模板 1 的同学还需要对列举的学习工具有一定的了解和掌握，最好针对其中一个学习工具做一个英语回答的答案准备；采用模板 2 的同学还要对老师可能会提问的两国保险法的异同还有产生差异的原因进行准备。

Q9: 跨专业的原因(change your major)

Why do you change your major?

回答思路：跨专业并不是不好的，也不是胆怯的原因，大家都明白，现在这个社会对通识性人才的需求很大，选择交叉学科的人也是越来越多，因此研究生导师也喜欢复合型人才，特别是文科或者理科的老师会对技术性学科的同学高看一眼，所以此时拥有跨学科的知识储备反而是一种竞争力，所以要着重向老师展现你之前的学科对现在这个学科学习和研究有什么帮助。

回答建议：（1）专业相近，之前的知识储备对现在学科有帮助；（2）自己的兴趣和能力；（3）选择专业的前景。

示例 1:

To be honest, my undergraduate major and the major I applied for are different branches under the same subject category, and there are many "intersections" in the two subjects. When I was studying, I found that the professional knowledge and thinking methods of the two majors were similar, which greatly improved my learning efficiency and strengthened my self-confidence, so I decisively chose the major that I want to study more in the future. What is more, My previous

knowledge reserves and the technical tools I master are of great help to the research of the current subject. This is why I am determined to change my major.

我的本科专业和报考专业是同一学科门类下的不同分支，两门学科有很多“交集”。我在学习时发现两个专业的专业知识和思维方法有相通性，这大大提高了我的学习效率，增强了我的自信心，于是我果断地选择了自己未来更想深入研究的专业，此外，我之前的知识储备和掌握的技术工具对现在学科的研究具有很大的帮助。这就是我为什么下定决心改专业的原因。

示例 2:

I have great interest in journalism and communication, even if my major is mass communication. Mass communication is abstract and far from the real world. I am not saying that this major is useless, but it is not attractive enough for me. Journalism and communication majors are on the contrary. To me, it looks more challenging and has a brighter future. This is why I am determined to change my major.

我对于新闻与传播专业抱有极大的兴趣，即使我的专业是大众传播学。大众传播学是抽象的，远离真实世界的。我不是说这门专业没有用处，只是它对我而言没有足够的吸引力。新闻与传播专业却恰恰相反，对于我来说，它看起来更具有挑战性，前途更为光明。这就是我为什么下定决心改专业的原因。

(三) Hometown& Cities

正所谓“一方水土养育一方人”，考官实际上是想从你对家乡的介中找出有关你性格、方向的线索，可以从历史、历史人物、著名景点、独特风俗成产等方面来简单表达热爱家乡的情感。

Q1:能否介绍一下你的家乡

Where are you from?/Tell something about your hometown./Would you like to tell 'some stories about your hometown?

回答思路：夸夸你的家乡。

回答建议：（1）介绍家乡的独特性(如:地理位置/特产/名人/名胜古迹); (2) 说明家乡的文化历史对于自己的深刻影响。

示例 1:

I am from Fuzhou, a famous city with a long history over 2-200 years. It is called "Rong Cheng" because there were lots of banyans even 900 years ago. The city lies in the eastern part of the province. It is the center of politics, economy and instance, Yanfu Xie Bingxin Lin Zexu and so on. You know, there is a saying that "The greatness of a man lends a glory to a place", I think the city really deserves it. The top three artware are cattle-horn combs and bodiless lacquerware. In addition, it is famous for the hot springs. The well known for high-quality. Visitors at home and abroad feel it comfortable bathing here. There is my beloved.

我来自福州，一个有 200 多年悠久历史的名城，它被称为“榕城”，因为在 900 年前就有很多榕树了，这座城市位于该省的东部，它是政治、经济和文化的中心，许多名人都出生在这里，例如，严父明冰心，林则徐等，你知道，有句话说“人的伟大给一个地方带来荣耀”以认为这是这地面配得上这句话的，(家乡的物质文化产)前三名是寿山石、牛角和脱胎漆器。此外，它以温泉而闻名。他们以高质量著称，国内外的游客都觉得在这里洗澡很舒服，那就是我心爱的家乡。

示例 2:

I am from Luoyang, a beautiful city in Henan province. It is famous as the "capital of nine dynasties" and enjoys the honor that Luoyang peony is the best in the world.

Luoyang played a very important role in Chinese history. so it has a profound cultural background and many great heritage sites have been well revered , such as Longmen grotto, one of the three grottoes in China and White Horse Temple, being regarded as the cradle of Chinese Buddhism. Luoyang peony is world-famous, every year, many tourists travel to Luoyang to see the beauty of peony. The people here are friendly , they welcome the travelers from all over the world. I love my hometown.

我来自洛阳，一个美丽的河南省的城市，它以“九朝之都”而闻名，并拥有世界上最好的洛阳牡丹，洛阳在中国历史上扮演着非常重要的角色。因此，它深厚的文化背景和许多伟大的遗产得到了很好的尊重，如龙门石窟，中国三大石窟之一，白马寺，被视为中国佛教的摇篮。洛阳牡丹举世闻名，每年都有许多游客到洛阳观赏美丽的牡丹，我家乡的人很友好，他们欢迎来自世界各地的游客。我非常喜欢我的家乡。

示例 3:

My hometown is xx, a young city in xx Province. It is famous for its XX and XX. There are great scenes here, Xx. XX. XX, and so on. Each year. many people come here for tour and investment. So I believe that , with the joint efforts of every person, a better future of XX is coming(round the corner).

我的家乡是 XX.XX 省的一个年轻的城市，它以 XX 和 XX 而闻名。这里有很棒的场景，XX.XX.XX，等等，每年都有很多人来这里旅游和变，所以我相信在大家的共同努力下，XX 的美好未来一定会到来(指日可待)

示例 4:

I am from** a beautiful city in the**(写个方位)ao** province.(如果是省会可以加上: it is also the capital city of** province) t is famous for**(特产或是旅游项目). Every winter numerous visitors are attracted by its(特产或景物), The city lies in the ****(7 fZ)part of China and the climate there is very suitable for living. Thanks to the government's effort to protect the environment , our city is becoming more and more beautiful and attracts people all around the world. Last five years witnesses

the fast economic development of my home town due to the Opening Policy. I believe my hometown will definitely be/ prosperous in the future. After my graduation I will return to my hometown and make my due contribution to its development.

示例 5:

I am from Zhengzhou, the capital city of Henan Province. It is located in the Yellow River Basin. As we all know, ancient Chinese civilization was born in the Yellow River Basin in 2800 BC, and the fertile land of Henan Province is where the Chinese civilization began. Although the climate in my hometown is not very good, I love my hometown because the land here nourishes my kindness. It can be said that my hometown is a part of my life.

我来自郑州，是河南省的省会城市，位于黄河流域，众所周知，中国古代文明诞生于公元前 2800 的黄河流域，而土地肥沃的河南省是中国文明开始的地方。虽然我的家乡气候不是很好，但是我热爱自己的家乡，因为这里的土地滋养了我善良的品质，可以说，家乡是我生命的一部分。

Q2:在你家乡气候怎么样?

How would you compare the climate in your hometown with other cities?

示例 1:

Well, compared with other cities. it is warmer than Beijing and cooler than Shanghai. Seriously, it's generally very hot in summer, about 38 degrees centigrade. We should spend all day with air conditioner. In winter, it is cold, about minus five to ten degrees centigrade. But we are nothern city in China. We have heating installation at home. If we're inside, we can just wear a sweater rather than dawn of jacket. The spring and autumn are both mild and pleasant. So Xuzhou has a

climate with cool dry winters, warm springs, long, hot and humid summers and crisp autumns.

嗯，和其他城市相比，北京暖和，上海凉爽。说真的，夏天通常很热，大约摄氏 38 度。我们应该整天开着空调。在冬天，天气很冷，大约零下 5 到 10 摄氏度。但是我们是中国的北方城市。我们家有暖气设备。如果我们在室内，我们可以只穿毛衣而不是夹克。春天和秋天都是温和宜人的。因此，徐州的气候特点是冬干凉春暖，夏长湿热，秋高气爽

Q3:你家乡的人怎么样？

What are the people like in your hometown?

示例 1:

They're usually very friendly and helpful. If you ask someone for directions, they will try to help you out of find someone else who can help you. People in Xuzhou are a little taller and stronger than the average size of Chinese people, just like me. The figure of the people in Xuzhou It's similar to people in Shandong. The characters of Xuzhou are enthusiastic and hospitable. They are all proud of the city and will welcome you to travel here.

他们通常非常友好和乐于助人，如果你向别人问路，他们会尽力帮助你，或者找能帮助你的人。徐州人比中国人的平均身高要高一些、强壮一些，就像我一样。徐州人的形象。这和山东的人很相似热情好客。他们都为这个城市感到骄傲，欢迎你来这里旅游。

(四) Family & Family Members

需要注意的是，考官并不是为了做人口调查而提出关于家庭的问题的，应该避免流水账似地介绍家庭成员:要尽量说明家人(尤其是交母对你造成哪些方面(性格、

职业规划、做事风格等)良好的影响。可以参考以下句式结构: Just like my father, I am especially interested in history/ Though my father is an ordinary worker, his responsible attitude towards work has a great influence on me.

Q1:你能描述一下你的家庭吗?

Can you tell me something about your family?

示例 1:

In my family, there are three members, my father, my mother, and I. My parents are workers, my father works very hard, and he is always fully occupied, so most of the housework is done by my mother, of course, while I am at home, I would help her. I love my parents and they love me, too. When I make a success, they are more excited than me, and support me to do better. Even though I failed, instead of blaming, they always share sorrow with me, and encourage me not to give up. Parents' love is unselfish, I am deeply affected, so I will do all what I can to repay them.

在我的家庭,有三个成员,我的父亲,我的母亲,和我。我的父母都是工人,我的父亲工作很努力,他总是很忙,所以大部分的家务都是我的母亲做的,当然,当我在家的时候,我会帮助她。我爱我的父母,他们也爱我。当我取得成功时,他们比我更兴奋,支持我做得更好,即使我失败了,他们也不会责备我,而是和我一起分担悲伤,鼓励我不要放弃。父母的爱是无私的,我深受感动,所以我会尽我所能来报答他们。

示例 2:

My family is very warm and harmonious. My parents are typical Chinese workers. Both of them are diligent and kind in order to support the family and pay the expensive tuition fee, my father always works hard and goes business. Then he can earn more money. Though it's very difficult, he can stick on a whole year. While

my father goes out, all the work in the family is left for my mother. She has to deal with all the housework. She devotes all her efforts to the family, but she never complains. That's my family, plain but melodious. During my preparing for coming here, my parents' love and support has always been my power. And I hope I can repay them someday, using all my efforts to make my family better and better.

我的家庭是非常温暖和和谐的。我的父母是典型的中国工人。他们两个都是勤奋和善良的。为了养家和支付昂贵的学费，我的父亲总是努力工作，做生意然店他可以赚更多的钱。虽然很困难，但他能坚持一年。当我父亲外出时，家里所有的作都留给了我母亲。她不得不处理所有的家务。她把所有的努力都献给了家庭，但她从不抱怨。那是我的家，朴实而优美。在我准备来这里的过程中，父母的爱和支持一直是我的动力。我希望有一天我能报答他们，用我所有的努力让我的家庭越来越好。

示例 3:

It is my great honor to talk about my warm and harmonious family. There are three members in my family- father, mother and I. My parents are typical Chinese parents. Both of them are hardworking, diligent and kind. In order to support the family and pay the expensive tuition fee for me, they all do the work very hard, but they never complain. Their greatest wish is to let me have a bright future. So I will study harder, no matter how difficult it is. I will persist in and never give up. I appreciate everything my parents has brought to me.

能谈论我的温暖和和谐的家庭是我的荣耀。我家有三口人—爸爸、妈妈和我。我的父母是典型的中国交时。他们都很勤奋，善良。为了养家糊口，为我支付昂贵的学费，他们都很努力地作，但他们从不抱怨。他们最大的愿望是让我有一个光明的未来。所以我会更加努力学习，不管有多难。我将坚持不懈，永不放弃。我感谢父母给我带来的一切。

Q2:描述一下你的父亲母亲

Describe your father/ mother

示例 1:

My father is a typical worker in transportation system. He is the monitor of his group and is diligent and hardworking. He likes reading and Chinese brush writing. His handwriting is quite well. When I was a young child, he taught me learning Chinese characters, writing and how to recite articles. It really aroused my interest in study. I will use my efforts to make my family better and better and make my father proud of me.

我父亲是铁路的一名普通工人。他是本组的班长，勤奋努力。他喜欢阅读和写毛笔字。他的字写得很好。当我还是个小孩子的时候，他教我学习汉字、写作和背诵文章、这确实激发了我的学习兴趣。我会用我的努力让我的家庭越来越好，让我的父亲为我感到骄傲。

示例 2:

My mother is an ordinary officer in the subdistrict office. She is a kind, gentle and diligent woman. She likes growing flowers and online shopping. We have a yard, so she likes growing flowers and watering them every day.

我母亲是街道办事处的一名普通职员。她是 3 个善良、温柔、勤奋的女人。她喜欢种花和网上购物。我们有一个院子，所以她喜欢独花花草草和每天浇水。

(五) Spare time& Hobbies

● 常用词

martial arts: 武术

Taekwondo: 跆拳道

judo: 柔道

Chinese painting: 国画

calligraphy: 书法

oil painting: 油画

watercolor:水彩画	fiction:小说
ink painting:水墨画	detective fiction:侦探小说
Impressionism:印象派	realistic fiction:现实主义小说
abstract style:抽象风格	periodical:期刊
surrealism:超现实主义	ball games/ball sports:球类运动
jazz:爵士乐	badminton:羽毛球
classical music:古典音乐	table tennis:乒乓球
light music:轻音乐	squash:壁球
heavy metal:重金属摇滚乐	bowling:保龄球
stamp collection:集邮	volleyball::排球
coin collection:硬币收藏	climbing:登山
postcard collection:明信片收集	adventurous sports/extreme sports: 极限运动
play chess:下棋	

Q1:你有什么兴趣爱好?

Do you have any hobbies that you are proud of?/What's your favorite hobby?/Describe one of your hobbies.

回答思路: 作为研究生的入学考试, 老师想要考察的肯定是学术能力和科研水平, 因此在回答个人兴趣爱好时, 可以挑选一些和学习或者平衡学习和生活的, 比如阅读, 或者跑步等等。

回答建议: (1)首先说明个人兴趣, 简述培养这个兴趣的原因; (2) 对于这一兴趣的收获。

示例 1:

I like sports , especially running. I admire those people who insist on running marathons. They are very cool. Moreover, for students whose learning pressure is

increasing, proper physical exercise can not only improve their physical fitness, but also do labor. The combination of leisure can give full play to the level of intelligence, so I will continue to exercise.

我喜欢运动，尤其是跑步，我非常佩服那些坚持跑马拉松的人，他们非常酷，而且，对于学习压力日趋加重的学生来说，适当地进行体育运动不仅可以提高身体素质，还可以做到劳逸结合，使智力水平得到充分的发挥，所以我也会坚持运动。

示例 2:

I like to read, and I have dabbled in all kinds of books. Among them, my favorite writer is Lu Xun. He is our "national soul". He used his pen as a weapon to write the strongest voice of that era. However, reading is not like watching TV. Watching TV does not require a process of thinking activity. Reading is a proactive learning process that will make our thinking quicker, so I will keep reading.

我喜欢阅读，各种各样的书籍我都涉猎过，其中我最喜欢的作家是鲁迅，他是我们的“民族魂”，他以笔为武器写出了那个时代的最强音。但是，读书不像看电视，看电视不需要有思维活动过程，而阅读是一个积极主动的学习过程，会让我们的思维变敏捷，所以我会坚持读书。

注意：在 2 个模板回答中都蕴含了老师下一步可能提问的点，比如第一个里面的你最喜欢的马拉松运动员和第二个里面的鲁迅先生的代表作，这个也要准备的，面试老师很有可能会顺着往下问。

Q2:你空闲时间喜欢做些什么

What do you like to do in your spare time? How do you arrange your spare time?

示例 1:

In my spare time. I like watching films, reading classical Chinese poetry, singing and so on. I also like watching American TV series very much. My favorite is a drama

called Modem Family. I do believe there is still a long way for me to learn English well enough. However, I will not shrink back because I realize that English is a bridge connecting our country with the outside world.

在我的业余时间，我喜欢给电影配音，读中国古诗，唱歌等。我也很喜欢看美剧。我最喜欢叫《摩登家庭》的电视剧，我相信我要学好英语还有很长的路要走，然而，我不会退缩，因为我意识到英语是连接我们国家和外部世界的桥梁。

Q3:喜欢的书籍

Talk about a book you like.

示例 1

My favorite book is called the Dreams of Red Mansions. It is a story written by the 18th century novelist Cao Xueqin. It is a story about a tragic love of Jia Baoyu and Lin Daiyu which is included in prosperity and decline of the four notable families of Jia Shi Wang Xue. It's really a definitive Chinese classical novel which was written in blood and tears. I fell in love with this book when I was in Junior high school. And I call it China's greatest novel ever. Zhang Ailing has said there are three regrets of her life: Fish has bones. Malus doesn't perfume. And the dreams of red Mansions hasn't completed. Maybe such regret is also the charm of this book.

我最喜欢的书是《红楼梦》，这是 18 世纪小说家曹雪芹写的一个故事，这是一个关于宝玉和林黛玉悲爱情的故事，它被包括在贾氏王学四大家族的兴衰之中，这是一部真正权威的中国古典小说，是用鲜血和眼泪写成的，我在初中的时候就爱上了这本书。我称之为中国有史以来最伟大的小说。张爱玲曾说过，人生有三件憾事，谢鱼多刺，海黛无香，红楼未完，也许这种遗憾也是这本书的魅力所在。

Q4:你有什么特长？

What are your personal strengths?

回答思路：作为研究生的入学考试，老师想要考察的肯定是学术能力和科研水平，因此在回答特长时，着重体现与科研相关的能力。比如写作，或者英语等等。

回答建议：(1)首先说明个人特长，简述培养这个特长的原因；(2) 对于这一特长的收获。

示例 1:

I think I am born with the potential to write. Firstly, writing can make my thinking more systematic, and secondly, writing can increase the depth and breadth of thinking. In the process of continuous writing, I also experienced the joy of persistence. The biggest gain from my specialty is to develop the habit of persisting in doing one thing well, which can be copied into my future work and study in.

我想我天生就有写作的潜力。首先，写作能使我的思想更加系统化，其次，写作可以增加思考的深度和广度。在持续不断的写作的过程中，我也体会到了坚持的乐趣，我的特长带给我最大的收获是养成了坚持做好一件事的行为习惯，这可以复制到我今后的工作和学习中。

示例 2:

I am proficient in English and can speak a little Korean. I think multilingual learning can help me understand the history and culture of different nations and broaden my horizons. In the process of learning Korean, I also developed the habit of overcoming bad emotions, which will have a great positive effect on my future students and life.

我精通英语，也能说一点点韩语。我认为进行多语言学习能帮助我了解不同民族的历史和文化，开阔我的视野。在学习韩语的过程中，我也养成了战胜不良情绪的习惯，这将对以后的学生和生活起到很大的积极作用。

(六) Yourself

● 常用词

able 有才干的，能干的

adaptable 适应性强的

active 主动的，活跃的

aggressive 有进取心的 ambitious 有雄心壮志的

amiable 和蔼可亲的

Amicable 友好的

Analytical 善于分析的

aspiring 有志气的，有抱负的

audacious 有冒险精神的

cap

le 有能力的，有才能

办理仔细的

candid 正直的

competent 能胜任的

constructive 建设性的

cooperative 有合作精神的 creative 富有创造力的

dedicated 有奉献精神的

dependable 可靠的

diplomatic 老练的，有策

disciplined 守纪律的

well-educated 受过良好教育的 dutiful 尽职的

efficient 有效率的

poetic 精力充沛的

expressivity 善于表达

faithful 守信的，忠诚的

fank 直率的，真诚的

generous 宽宏大量的

genteel 有教养的

tle 有礼貌的

Humor 有幽默

impartial 公正的

independent 有主见的

industrious 勤奋的

Ingenious 有独创性的

motivated 目的明确的

intelligent 理解力强的

learned 精通某门学问的

logical 条理分明的

methodical 有方法的

modest 谦虚的

objective 客观的

precise 一丝不苟的

punctual 严守时刻的

elastic 实事求是的

responsible\负责的

sensible 明白事理的

sporting 光明正大的

Steady 踏实的

systematic 有系统的

purposeful 意志坚强的

sweet-tempered 性情温和的

temperate 稳健的

tireless 孜孜不倦的

Q1:优点

strengths

这是很多面试考官喜欢问的一个问题，这是你“展示自己”的最佳机会，特别是优点，不要吹嘘自己或过于自负，但要让面试老师知道你相信自己。如可答：“我认为我最大的优点是能够执着地尽力把事情办好 feel that my strongest asset is my ability to stick to things to get them done.)。当做完一件工作而其成果又正合我的预想时，我会有一种真正的成就感(I feel a real sense of accomplishment when I finish a job and it turns out just as I'd planned.)。我给自己定了一些高目标(I've set some high goals for myself).比如说，我要成为出色的毕业生。

(For example, I want to graduate with highest distinction.)尽管在大学一年级时我启动慢了些，但最终我以优等论文完成了学业。(And even though I had a slow start in my freshman year, I made up for it by doing an honor's thesis)

示例 1(优点):

I am open-minded, quick in thought and my biggest merit is the self-study ability and the independency when tackling tough problems, and I like communicate with others. For example, when I am confronted with a tough technique issue, first I will make use of all the related tools at hand, such as Google or my books to resolve it. I will not seek others' help at the very start without any effort to resolve it by myself.

本人性格开朗，思维敏捷，最大的优点是在处理棘手问题时具有自学能力和独立性，喜欢与人沟通。例如，当我遇到一个棘手的技术问题时，首先我会利用手头上所有相关的工具，如谷歌或我的书解决它。我不会在一开始就寻求别人的帮助。

示例 2(优点):

As for my strongest strength, I think it is my conscientiousness in work and learning.

which promotes me to develop unceasingly and devote myself in my study and do a good job.I think it is helpful for my future study.

至于我最大的优势，我认为是在工作和学习上的认真负责，这促使我不断的发展，在工作中全身心的投入，把工作做好，我认为这对我以后的学习很有帮助。

Q2:缺点

Weaknesses

关于缺点，可以说:缺乏经验 be lack of experience、缺乏合理的计划 be lack of proper planning、急于完成任务 be eager to complete an assignment 等等

相关句型

My greatest weakness lies

My greatest weakness is

I am.. I think that is my greatest weakness

I'm a perfectionist that I always require, myself get a job well done

示例 1(缺点)

There is no perfect man in the world, so do I. I feel that my greatest weakness is that I often work on one project to its completion before starting on another. Perfectionism prevents me from working on many projects at the same time. Although I think it allows me to be more creative and effective in each one, multitasking is a necessary skill for an adult. This weakness makes me sad sometimes, and I am trying my best to overcome it.

世界上没有十全十美的人，我也一样。我觉得我最大的缺点是经常先做一个项目直到它完成，然后再开始下一个。完美主义让我无法同时处理很多项目。虽然我认为它让我在每一件事上都更有创造力和效率，但多任务处理是一个成年人的必要技能。这个弱点有时使我感到悲伤，但我正在尽我最大的努力去克服它。

Q3:性格

What kind of character do you think you have?

这一题的答案可以参考上面的优缺点的回答，并适当地做一些中性的叙述，比如下面的句子：

I'm inclined to think independently.我喜欢独立思考。

I can study well under pressure.我能在压力大的情况下好好学习。

Perhaps you think I'm a little conceited, but sometimes we need to have some confidence in ourselves

可能你认为我有点太自负了，但有时我们确实有必要对自己有信心。

示例 1:

As to my personal feature, I would like to say: I am a boy/girl full of curiosity, eager to learn new things and new knowledge. I am also a boy/girl full of imagination, take one point for example, I always like to describe something or express my thoughts in some vivid ways Like Balzac said Life was like a prison, only imagination can open it's doors

关于我的个人特点，我想说：我是一个充满好奇心，渴望学习新事物和新知识的男孩女孩。我也是一个充满想象力的男孩女孩，以某一点为例，我总是喜欢用生动的方式描述某事或表达我的想法。正如巴尔扎克所说：生活就像一座监狱，只有想象力才能打开它的大门

示例 2:

My friends usually call me a willing helper because I'm always willing to lend others a hand, even though sometimes it can cause myself a lot of trouble. I guess I got that personality from my parents who have set a really good example to me. They always say that a simple act of kindness can create a ripple that comes back to me. Actually, I don't have a purpose when I do others a favor. It just feels great knowing that I could be of some help I suppose I, 've benefit a lot from this personality. I have a

great interpersonal relationship at school, and whenever I'm in trouble, my friends are all willing to help me out. That's why I think being helpful is really a good personality of mine

我的朋友们通常称我是一个乐于助人的人，因为我总是愿意帮助别人，即使有时它会给我带来很多麻烦。我想我的这种性格来自于我的父母，他们为我树立了很好的榜样。他们总是说，个简单的善举就能激起一个人内心的涟漪。事实，我帮助别人的时候，我没有目的，只觉得自己能帮上忙真是太好了。

我想我从这种性格中获益良多。我在学校的人际关系很好，每当我有困难的时候，我的朋友都愿意帮助我。我认为乐于助人是我的三个很好的品格。

Q3:你从社团经历中学到了什么?。

What have you learned from your club experience?

思路点拨:说明组织名称职务+做了什么事，这些事给自己带来了哪些能力的提升，比如组织能力(Organizational ability)、管理能力(management ability)、团队合作的意识(a sense of teamwork)等等

示例 1

I used to participate in many social practices. In the secondary year, I served as a leader in academic technology department of Student Union, acquiring stronger organization ability and coordinated ability. Additionally, because of that I make many good friends, and that enriches my college life. I learned teamwork here. and I learned to be fair about my contribution to a team and gave full credit to the contribution of others too.

我曾经参加过许多社会实践活动，大二时，我担任学生会学术技术部部长一职，有较强的组织能力和协调能力，此外，因为我交了很多好朋友，这丰富了我的大学生活，我在这里学会了团队合作，学会了公平对待自己对团队的贡献，也学会了充分肯定他人的贡献

时事热点类问题

新冠

Q1:你怎样看待西方国家应对新冠病毒的举措?

Q1: What do you think of the response to the new coronavirus of the western?

A: The western countries did not pay enough attention to the novel coronavirus in the early days of the outbreak. They did little to prevent the spread of the virus. People were still holding rallies and taking parades. Sports events and concerts were held as scheduled. Large crowds of people raised the risk of cross-infection and the number of confirmed cases increased exponentially. Western countries are very passive in dealing with the new coronavirus, which is not only irresponsible to their own people but also irresponsible to the people of the world. Our country faces severe risk of imported cases. I hope that China can shoulder its international responsibilities, cooperating with other countries to guide their epidemic prevention works and restore order to the world.

A: 西方国家在疫情爆发初期并没有足够的重视。他们几乎没有采取防控措施。民众仍然在集会，游行，举办体育活动和音乐会。大量聚集的人群增加了交叉传染的风险，感染病例呈现指数增长。西方国家应对新冠病毒非常消极，既是对本国民众不负责任，也是对世界人民不负责任。我国面临严峻的输入型病例风险。我希望中国能承担国际责任，与世界各国开展合作，指导他们的防疫工作，使世界恢复秩序。

Q2: 你如何看待中国对新冠病毒的举措?

Q2: What do you think of China's response to the new coronavirus?

A: Wuhan was on lockdown after the outbreak of the novel coronavirus. A few days later , many provinces released first-level public health emergency response successively. The government has imposed strict quarantine measures banned gatherings and closed museums, amusement parks, and other public entertainment venues Films were cancelled and the cinemas were closed. People who go out need to wear masks and be put under temperature monitor Medical workers from all over the country flight to HuBei to make epidemic prevention and control. We curbed the spread of the virus and brought the epidemic situation under control in time

A:疫情爆发后，武汉宣布封城。随后，全国各省份陆续发布一级响应。政府采取严格的隔离措施，禁止集会，关闭博物馆、游乐园、电影院等公共娱乐场所。电影纷纷撤销。出行的人们需要佩戴口罩，并接受测量体温。全国各地的医护人员支援湖北。病毒传播被阻断，疫情得到及时的控制。

Q3:新馆疫情封锁期间你在做什么？

Q3: What did you do during the out-break-of the new coronavirus?

A: The new coronavirus brought the society into a standstill. The government had to extend the Spring Festival holiday. During the out-break, I strictly complied with the requirements of the government to keep home quarantine. I prepared for the interview seriously , believing that I could get the entrance to the university and that our country could overcome the difficulties and overcome the epidemic. In addition i have more time to do what I wanted. I kept reading exercising, keeping a good lifestyle, and getting ready to go back to work

A:新冠病毒使社会陷入了停摆，国家不得不延长了春节假期。疫情期间，我严格遵守要求居家隔离。我认真准备复试，相信我可以取得好成绩，也相信我们国家可以战胜疫情。此外，我有更多的时间去阅读，锻炼身体。我保持良好的生活作息，准备复工后的生活。

Q4:为了抵御感染你做了什么？

Q4: What have you done to fight the epidemic?

A: The new coronavirus is a public health emergency in China. We , Chinese citizens , have the responsibility to help our country curb the spread of the virus. after the first level response was announced by many provinces across the country , I donated 5000 yuan to the foundation , hoping that the country could overcome the difficulties soon placed an online order with a coffee shop in Wuhan to deliver the drinks to the local first-line medical workers. In addition I served as a volunteer in the community , registering people who entered the community every day , checking their temperature , and spraying sanitizer in the elevator. It is meaningful to make contributions to our society

A:新冠病毒是我国面对的一场突发公共卫生事件，每个中国人都有责任为国家贡献一份力量。在全国多个省份宣布一级响应后，我向基金会捐款 5000 元，希望国家早日度过难关。我在武汉的一家咖啡店下了网上订单，希望他们把饮料送给当地一线的医护人员。此外，我还在社区担当志愿者，登记每天出入社区的人员，给他们测量体温，在电梯喷洒消毒剂。我觉得为社会做贡献是很有意义的事。

Q5:你怎样看待这次疫情的影响？

Q5: What do you think of this epidemics?

A: Pneumonia caused by the new coronavirus is a serious global public health event. The new coronavirus is highly infectious and has a high case fatality rate. It can be spread by droplet transmission and fecal-oral transmission the assembled crowd is at risk of cross-infection. Our government has strict quarantine measures to keep people isolated at home. those who go out need to wear masks. Many doctors and nurses fight the epidemics on the front line. People donate supplies to the hospital.

The whole society has made a great contribution to controlling the spread of the new coronavirus

A:新冠肺炎是严峻的公共卫生事件。新冠病毒具有很高的传染性和致死率。他可以通过飞沫传播和粪口传播。聚集的人群有交叉感染的风险。我国采取了严格的隔离措施，出行的人需要佩戴口罩。许多医护人员在一线抗击疫情。人们向医院捐赠物资。全社会都为控制疫情做了很大贡献。

文段翻译

文献翻译可以通过笔试和面试来考，笔试可以通过给一段英文专业文献，要求翻译为中文，或者给一段英文文献要求写出文献的摘要；面试可以通过每人抽取一道题目，然后朗读出文献内容，读完需要总结文献内容，这类考察既考察英文阅读速度与理解分析能力又能考察口语能力和英语语感，比如阅读时如何断句，单词阅读准确性等。

文献翻译总体来说是一个考察知识面的考察方式，会遇到许多专有名词，若此类单词不认识，会造成整个文章理解出问题，若单词翻译有误，老师便会怀疑你的专业能力，所以对此类问题，应提前准备了解一下本专业前沿领域以及其英文名词。

（一）英语专业翻译面临的顾虑

（1）我英文水平不好，看不懂怎么办？

这个小伙伴们不用怎么担心。就算你英语水平再不好，但你也通过国家线了不是吗，也进入复试了吧？况且经过初试阶段考研英语的学习准备，你的英语读水平其实比自己想象的要好。只要你在复试前，选取适当的英文材料，使用合理的长难句分析法，考前准备做足了，考研复试英语专业翻译并不是那么“高不可

攀”。而且，考官也不是要求你讲所给的材料翻译得极其完美，没有瑕疵，只要翻译水平合格就很好了。

(2)万一遇到我不认识的专业术语怎么办?

建议大家在寒假备考的时候可以先看一本专业书籍以进行复习，初步了解相关专业知识。跨专业考研的同学可以上网搜搜 XX 专业英语教材，或者 XX 专业英语词汇集锦。由于还未进行专业的有深度的学习，所以这块涉及到的专业术语并不会很难。在考研复试英语现场，如果确实遇到了自己不会的专业术语，一是可以结合专业知识和上下文语境进行推测，二是可以稍微略过自己不知道的单词，用其他说得通的词语来代替，表达清楚意思。如果老师问的问题真的不知道，那么建议你诚实的回答，“不知为不知”，这也是老师考察考生重要品质的方法之一。

(二) 英语专业翻译的应试技巧

我们在复述段落或文章内容的时候，不必一字一句去翻译，大致地描述下主要内容就可以了。也就是说，你要抓住文章的中心，内容主旨。相比之下，有些内容细节反而不那么重要，时间有限，不必纠缠于细节。当然你也可以通过强调细节，来证明自己英语翻译水平。通过之前的英语阅读的学习，我们已经了解到，段落大意通常出现在段落的首尾句或者是转折、强调、递进、总结这些地方。因此重点关注这些逻辑节点，翻译时即使道理上下承接的不是那么顺畅，也要翻译出骨干部分。

(三) 经管高频专业英语词汇

目标 mission/ objective

内部环境 internal environment

外部环境 external environment



集体目标 group objective
计划 planning
组织 organizing
人事 staffing
领导 leading
控制 controlling
步骤 process
原理 principle
方法 technique
经理 manager
总经理 general manager
行政人员 administrator
主管人员 supervisor
企业 enterprise
商业 business
产业 industry
公司 company
效果 effectiveness
效率 efficiency
企业家 entrepreneur
权利 power
职权 authority
职责 responsibility
科学管理 scientific management
现代经营管理 modern operational management
行为科学 behavior science
生产率 productivity
激励 motivate
动机 motive

法律 law

法规 regulation

经济体系 economic system

管理职能 managerial function

产品 product

服务 service

利润 profit

满意 satisfaction

归属 affiliation

尊敬 esteem

自我实现 self-actualization

人力投入 human input

盈余 surplus

收入 income

成本 cost

资本货物 capital goods

机器 machinery

设备 equipment

建筑 building

存货 inventory

经验法 the empirical approach

人际行为法 the interpersonal behavior approach

集体行为法 the group behavior approach

协作社会系统法 the cooperative social systems approach

社会技术系统法 the social-technical systems approach

决策理论法 the decision theory approach

数学法 the mathematical approach

系统法 the systems approach

随机制宜法 the contingency approach

管理任务法 the managerial roles approach

经营法 the operational approach

人际关系 human relation

心理学 psychology

态度 attitude

压力 pressure

冲突 conflict

招聘 recruit

鉴定 appraisal

选拔 select

培训 train

报酬 compensation

授权 delegation of authority

协调 coordinate

业绩 performance

考绩制度 merit system

表现 behavior

下级 subordinate

偏差 deviation

检验记录 inspection record

误工记录 record of labor-hours lost

销售量 sales volume

产品质量 quality of products

先进技术 advanced technology

顾客服务 customer service

策略 strategy

结构 structure

领先性 primacy

普遍性 pervasiveness

忧虑 fear
忿恨 resentment
士气 morale
解雇 layoff
批发 wholesale
零售 retail
程序 procedure
规则 rule
规划 program
预算 budget
共同作用 synergy
大型联合企业 conglomerate
资源 resource
购买 acquisition
增长目标 growth goal
专利产品 proprietary product
竞争对手 rival
晋升 promotion
管理决策 managerial decision
商业道德 business ethics
有竞争力的价格 competitive price
供货商 supplier
小贩 vendor
利益冲突 conflict of interests
派生政策 derivative policy
开支帐户 expense account
批准程序 approval procedure
病假 sick leave
休假 vacation

工时 labor-hour
机时 machine-hour
资本支出 capital outlay
现金流量 cash flow
工资率 wage rate
税收率 tax rate
股息 dividend
现金状况 cash position
资金短缺 capital shortage
总预算 overall budget
资产负债表 balance sheet
可行性 feasibility
投入原则 the commitment principle
投资回报 return on investment
生产能力 capacity to produce
实际工作者 practitioner
最终结果 end result
业绩 performance
个人利益 personal interest
福利 welfare
市场占有率 market share
创新 innovation
生产率 productivity
利润率 profitability
社会责任 public responsibility
董事会 board of director
组织规模 size of the organization
组织文化 organizational culture
目标管理 management by objectives

评价工具 appraisal tool
激励方法 motivational techniques
控制手段 control device
个人价值 personal worth
优势 strength
弱点 weakness
机会 opportunity
威胁 threat
个人责任 personal responsibility
顾问 counselor
定量目标 quantitative objective
定性目标 qualitative objective
可考核目标 verifiable objective
优先 priority
工资表 payroll
策略 strategy
政策 policy
灵活性 discretion
多种经营 diversification
评估 assessment
一致性 consistency
应变策略 consistency strategy
公共关系 public relation
价值 value
抱负 aspiration
偏见 prejudice
审查 review
批准 approval
主要决定 major decision

分公司总经理 division general manager

资产组合矩阵 portfolio matrix

明星 star

问号 question mark

现金牛 cash cow

赖狗 dog

采购 procurement

人口因素 demographic factor

地理因素 geographic factor

公司形象 company image

产品系列 product line

合资企业 joint venture

破产政策 liquidation strategy

紧缩政策 retrenchment strategy

战术 tactics

追随 followership

个性 individuality

性格 personality

安全 safety

自主权 latitude

悲观的 pessimistic

静止的 static

乐观的 optimistic

动态的 dynamic

灵活的 flexible

抵制 resistance

敌对 antagonism

折中 eclectic

激励 motivation

潜意识 subconscious

地位 status

情感 affection

欲望 desire

压力 pressure

满足 satisfaction

自我实现的需要 needs for self-actualization

尊敬的需要 esteem needs

归属的需要 affiliation needs

安全的需要 security needs

生理的需要 physiological needs

维持 maintenance

保健 hygiene

激励因素 motivator

概率 probability

强化理论 reinforcement theory

反馈 feedback

奖金 bonus

股票期权 stock option

劳资纠纷 labor dispute

缺勤率 absenteeism

人员流动 turnover

奖励 reward

特许经营 franchise

热诚 zeal

信心 confidence

鼓舞 inspire

要素 ingredient

忠诚 loyalty

奉献 devotion

作风 style

品质 trait

适应性 adaptability

进取性 aggressiveness

热情 enthusiasm

毅力 persistence

人际交往能力 interpersonal skills

行政管理能力 administrative ability

智力 intelligence

专制式领导 autocratic leader

民主式领导 democratic leader

自由放任式领导 free-rein leader

管理方格图 the managerial grid

工作效率 work efficiency

服从 obedience

领导行为 leader behavior

支持型领导 supportive leadership

参与型领导 participative leadership

指导型领导 instrumental leadership

成就取向型领导 achievement-oriented leadership

自动化检验 Automated inspection

自动化装配系统 automatic assembly system

应用生物力学 applied biomechanics

计算机辅助设计与制造 CAD/CAM

计算机整合制造系统 computer integrated manufacturing system

数据结构 data structure

数据库管理系统 data base management system

决策分析 decision analysis

工程经济 engineering economy
工程统计 engineering statistics
设施规划 facilities planning
工厂诊断与改善方法 factory diagnosis and improvement method
财务与成本分析 financial and cost analysis
模糊理论与应用 fuzzy theory and application
人因工程与计算机系统 human-computer interaction (HCI)
人因工程 human factors engineering
人类讯息处理 human information processing
人机系统设计 human-machine system design
人力资源管理 human resource management
人体系统诊断与改善 human system diagnosis and improvement
工业环境评估 industrial environment evaluation
工业组织与管理 industrial organizations and management
工业安全 industrial safety
信息技术 information technology
智慧财产权法 intellectual property laws
知识工程 knowledge engineering
线性代数 linear algebra
制造自动化 manufacturing automation
制造工程 manufacturing engineering
制造管理 manufacturing management
制造程序 manufacturing process
制造系统与管理 manufacturing systems and management
市场与行销 market and marketing
物流自动化 material flows automation
数学规划 mathematical programming
多目标规划 multicriteria decision making
多准则决策分析 multi-criteria decision methods

网络分析 network analysis
数值分析 numerical analysis
组织与管理 organization and management
产品与技术开发管理 product and technology development management
生产管理 production management
生产计划与管制 production planning and control
质量管理 quality control
品质工程 quality engineering
品质管理 quality management techniques and practice
等候线理论 queueing theory
可靠度工程 reliability engineering
研究发展管理 development and innovation management
半导体生产管理 semiconductor production management
排序与排程 sequencing and scheduling
模拟分析 simulation
统计方法 statistical method
随机系统 stochastic processes
技术策略 strategic management of technology
大型系统分析与设计 system analysis and design in large scale
系统绩效评估技术 system performance evaluation
系统品质保证工程 system quality assurance engineering
系统工程 systems engineering
系统仿真 systems simulation
视觉与色彩 vision and colors
工作生理学 work physiology
工作研究 work study
会计助理 Accounting Assistant
记帐员 Accounting Clerk
会计部经理 Accounting Manager

会计部职员 Accounting Stall
会计主管 Accounting Supervisor
行政经理 Administration Manager
行政人员 Administration Staff
行政助理 Administrative Assistant
行政办事员 Administrative Clerk
广告工作人员 Advertising Staff
航空公司定座员 Airlines Sales Representative
航空公司职员 Airlines Staff
应用工程师 Application Engineer
副经理 Assistant Manager
证券分析员 Bond Analyst
证券交易员 Bond Trader
业务主任 Business Controller
业务经理 Business Manager
采购员 Buyer
出纳员 Cashier
化学工程师 Chemical Engineer
土木工程师 Civil Engineer
职员/接待员 Clerk/Receptionist
文书打字兼秘书 Clerk Typist & Secretary
计算机资料输入员 Computer Data Input Operator
计算机工程师 Computer Engineer
计算机处理操作员 Computer Processing Operator
计算机系统部经理 Computer System Manager
广告文字撰稿人 Copywriter
副总经理 Deputy General Manager
经济研究助理 Economic Research Assistant
电气工程师 Electrical Engineer

工程技术员 Engineering Technician
英语教师 English Instructor/Teacher
外销部经理 Export Sales Manager
外销部职员 Export Sales Staff
财务主任 Financial Controller
财务报告人 Financial Reporter
外汇部职员 F.X. (Foreign Exchange)Clerk
外汇部核算员 F.X. Settlement Clerk
财务经理 Fund Manager
审计长 General Auditor
总经理 General Manager/ President
总经理助理 General Manager Assistant
总经理秘书 General Manager's Secretary
计算机硬件工程师 Hardware Engineer
进口联络员 Import Liaison Staff
进口部经理 Import Manager
保险公司理赔员 Insurance Actuary
国际销售员 International Sales Staff
口语翻译 Interpreter
法律顾问 Legal Adviser
生产线主管 Line Supervisor
维修工程师 Maintenance Engineer
管理顾问 Management Consultant
经理 Manager
公关部经理 Manager for Public Relations
制造工程师 Manufacturing Engineer
生产员工 Manufacturing Worker
市场分析员 Market Analyst
市场开发部经理 Market Development Manager

市场销售部经理 Marketing Manager
市场销售员 Marketing Staff
销售助理 Marketing Assistant
销售主管 Marketing Executive
销售代表 Marketing Representative
市场调研部经理 Marketing Representative Manager
Mechanical Engineer 机械工程师
Mining Engineer 采矿工程师
Music Teacher 音乐教师
Naval Architect 造船工程师
Office Assistant 办公室助理
Office Clerk 职员
Operational Manager 业务经理
Package Designer 包装设计师
Passenger Reservation Staff 乘客票位预订员
Personnel Clerk 人事部职员
Personnel Manager 人事部经理
Plant/ Factory Manager 厂长
Postal Clerk 邮政人员
Private Secretary 私人秘书
Product Manager 生产部经理
Production Engineer 产品工程师
Professional Staff 专业人员
Programmer 电脑程序设计师
Project Staff 项目策划人员
Promotional Manager 推售部经理
Proof-reader 校对员
Purchasing Agent 采购进货员
Quality Control Engineer 质量管理工程师

Real Estate Staff 房地产职员
Recruitment Co-ordinator 招聘协调人
Regional Manger 地区经理
Research&.Development Engineer 研究开发工程师
Restaurant Manager 饭店经理
Sales and Planning Staff 销售计划员
Sales Assistant 销售助理
Sales Clerk 店员、售货员
Sales Coordinator 销售协调人
Sales Engineer 销售工程师
Sales Executive 销售主管
Sales Manager 销售部经理
Salesperson 销售员
Seller Representative 销售代表
Sales Supervisor 销售监管
School Registrar 学校注册主任
Secretarial Assistant 秘书助理
Secretary 秘书
Securities Custody Clerk 保安人员
Security Officer 安全人员
Senior Accountant 高级会计
Senior Consultant/Adviser 高级顾问
Senior Employee 高级雇员
Senior Secretary 高级秘书
Service Manager 服务部经理
Simultaneous Interpreter 同声传译员
Software Engineer 计算机软件工程师
Supervisor 监管员
Systems Adviser 系统顾问

Systems Engineer 系统工程师
Systems Operator 系统操作员
Technical Editor 技术编辑
Technical Translator 技术翻译
Technical Worker 技术工人
Telecommunication Executive 电讯（电信）员
Telephonist / Operator 电话接线员、话务员
Tourist Guide 导游
Trade Finance Executive 贸易财务主管
Trainee Manager 培训部经理
Translation Checker 翻译核对员
Translator 翻译员
Trust Banking Executive 银行高级职员
Typist 打字员
Wordprocessor Operator 文字处理操作员
access discrimination 进入歧视
action research 动作研究
adjourning 解散
adhocracy 特别结构
administrative principle 管理原则
artifacts 人工环境
artificial intelligence 人工智能工巧匠
avoiding learning 规避性学习
ambidextrous approach 双管齐下策略
balance sheet 资产负债表
bcg matrix 波士顿咨询集团矩阵
bona fide occupation qualifications 善意职业资格审查
bounded rationality 有限理性
bureaucracy 官僚机构

benchmarking 标杆瞄准

bounded rationality perspective 有限理性方法

boundary-spanning roles 跨超边界作用

computer-aided design and computer-automated manufacturing(cad/cam) 计算机辅助设计与计算机自动生产

confrontation 对话

consortia 企业联合

change agent 变革促进者

chaos theory 混沌理论

charismatic leaders 魅力型领导者

charity principle 博爱原则

coercive power 强制权

cohesiveness 凝聚力

collaborative management 合作型管理

comparable worth 可比较价值

competitive benchmarking 竞争性基准

confrontation meeting 碰头会

constancy of purpose 永久性目标

contingency approach 权变理论

corporate social performance 公司社会表现

corporate social responsibility 公司社会责任

corporate social responsiveness 公司社会反应

critical incident 关键事件

current assets 流动资产

current liabilities 流动负债

culture strength 文化强度

creative department 创造性部门

craft technology 技艺性技术

contextual dimension 关联性维度

continuous process production 连续加工生产

collectivity stage 集体化阶段

clan control 小团体控制

clan culture 小团体文化

coalition 联合团体

collaborative 协作网络

centrality 集中性

centralization 集权化

charismatic authority 竭尽忠诚的权力

decentralization 分权

democracy management 民主管理

departmentalization 部门化

differential rate system 差别报酬系统

dialectical inquiry methods 辩证探求法

division of labor 劳动分工

downward mobility 降职流动

dynamic engagement 动态融合

dynamic network 动态网络

domain 领域

direct interlock 直接交叉

divisional form 事业部模式

differentiation strategy 差别化战略

decision premise 决策前提

dual-core approach 二元核心模式

electronic data-processing(edp) 电子数据处理

employee-oriented style 员工导向型风格

empowerment 授权 encoding 解码

end-user computing 终端用户计算系统

entrepreneurship 企业家精神

equity 净资产 equity theory 公平理论
espoused value 信仰价值
ethnocentric manager 种族主义的管理者
expectancy theory 期望理论
expense budget 支出预算
expense center 费用中心
external audit 外部审计
external stakeholders 外部利益相关者
extrinsic rewards 外部奖励
ethic ombudsperson 伦理巡视官
external adaption 外部适应性
elaboration stage 精细阶段
entrepreneurial stage 创业阶段
escalating commitment 顽固认同
family group 家庭集团
financial statement 财务报表
flat hierarchies 扁平型结构
flexible budget 弹性预算
force-field theory 场力理论
formal authority 合法权力
formal systematic appraisal 正式的系统评估
franchise 特许经营权
formalization stage 规范化阶段
functional grouping 职能组合
formal channel of communication 正式沟通渠道
game theory 博弈论
general financial condition 一般财务状况
geocentric manager 全球化管理者
general manager 总经理

globalization 全球化

gossip chain 传言链

grapevine 传言网

global strategic partnership 全球战略伙伴关系

general environment 一般环境

generalist 全面战略

geographic grouping 区域组合

global company 全球公司

global geographic structure 全球区域结构

hawthorne effect 霍桑效应

heuristic principles 启发性原理

hierarchy 科层制度

hiring specification 招聘细则

horizontal linkage model 横向联系模型

hybrid structure 混合结构

high tech 高接触

high-velocity environments 高倍速环境

impoverished management 放任式管理

income statement 损益表

information transformation 信息转换

infrastructure 基础设施

integrative process 整合过程

intelligent enterprises 智力企业

internal audit 内部审计

internal stakeholder 内部相关者

internship 实习

intrapreneurship 内部企业家精神

intrinsic reward 内在报酬

inventory 库存, 存货

internal integration 内部整合

interorganization relationship 组织间的关系

intergroup conflict 团体间冲突

interlocking directorate 交叉董事会

institutional perspective 机构的观点

intuitive decision making 直觉决策

idea champion 构思倡导者

incremental change 渐进式变革

informal organizational structure 非正式组织结构

informal performance appraisal 非正式业绩评价

job description 职务描述

job design 职务设计

job enlargement 职务扩大化

job enrichment 职务丰富化

job rotation 职务轮换

job specialization 职务专业化

key performance areas 关键业务区

key result areas 关键绩效区

labor productivity index 劳动生产力指数

laissez management 自由化管理

large batch production 大批量生产

lateral communication 横向沟通

leadership style 领导风格

least preferred co-worker(lpc)最不喜欢的同事

legitimate power 合法权力

liability 负债

liaison 联络者

line authority 直线职权

liquidity 流动性

liaison role 联络员角色

long-linked technology 纵向关联技术

losses from conflict 冲突带来的损失

low-cost leadership 低成本领先

management by objective 目标管理

Managerial Grid 管理方格

matrix bosses 矩阵主管

management champion 管理倡导者

materials-requirements planning(MRP) 物料需求计划

Maslow's hierarchy of needs 马斯洛需求层次论

marketing argument 管理文化多元化营销观

multiculturalism 文化多元主义

multidivisional firm 多部门公司

moral rules 道德准则

management by walking around(MBWA) 走动式管理

matrix structure 矩阵结构

multinational enterprise(MNE) 跨国公司

moral relativism 道德相对主义

mechanistic system 机械式组织

middle-of-the-road management 中庸式管理

meso theory 常态理论

multidomestic strategy 多国化战略

mediating technology 调停技术

naïve relativism 朴素相对主义

need-achievement 成就需要

norming 规范化

norms 规范

nonprogrammed decisions 非程序化决策

nonsubstitutability 非替代性



nonroutine technology 非例行技术
niche 领地
off-the-job training 脱产培训
on-the-job training 在职培训
operational budget 运营预算
order backlog 订单储备
organic system 有机系统
organizational development(OD) 组织发展
orientation 定位
outcome interdependence 结果的相互依赖性
outplacement services 外延服务
organization ecosystem 组织生态系统
paradox of authority 权威的矛盾
paradox of creativity 创造力的矛盾
paradox of disclosure 开放的矛盾
paradox of identify 身份的矛盾
paradox of individuality 个性的矛盾
paradox of regression 回归的矛盾
partial productivity 部分生产率
participative management 参与式管理
path-goal model 路径目标模型
peer recruiter 同级招聘
political action committees(PACs) 政治活动委员会
polycentric manager 多中心管理者
portfolio framework 业务组合框架
portfolio investment 资产组合投资
positive reinforcement 正强化
production flexibility 生产柔性
profitability 收益率

programmed decisions 程序化决策

psychoanalytic view 精神分析法

paradigm 范式

personal ratios 人员比例

pooled dependence 集合性依存

professional bureaucracy 专业官僚机构

problem identification 问题识别

problemistic search 问题搜寻

population ecology model 种群生态模型

quality 质量

quality circle 质量圈

question mark 问题类市场

quid pro quo 交换物

rational model of decision making 理性决策模式

realistic job preview(RJP) 实际工作预览

reciprocal interdependence 相互依存性

resource dependence 资源依赖理论

routine technology 例行技术

retention 保留

rational approach 理性方法

rational model 理性模型

rational-legal authority 理性—合法权威

semivariable cost 准可变成本

sense of potency 力量感

sensitivity training 敏感性训练

sexual harassment 性骚扰

short-run capacity changes 短期生产能力变化

single-strand chain 单向传言链

situational approach 情境方法

situational force 情境力量

situational leadership theory 情境领导理论

sliding-scale budget 移动规模预算

small-batch production 小规模生产

sociotechnical approaches 社会科技方法

span of management 管理幅度

staff authority 参谋职权

standing plan 长设计划

step budget 分步预算

stewardship principle 管家原则

stimulus 刺激

storming 调整阶段

strategic management 战略管理

strategic partnering 战略伙伴关系

strategy formulation 战略制定

strategy implementation 战略实施

strategic control 战略控制

strategic contingencies 战略权变

satisficing 满意度

subsystems 子系统

subunits 子单位

synergy 协同

system boundary 系统边界

structure dimension 结构性维度

sequential interdependence 序列性依存

self-directed team 自我管理型团队

specialist 专门战略

strategy and structure changes 战略与结构变革

symptoms of structural deficiency 结构无效的特征

tall hierarchies 高长型科层结构

task force or project team 任务小组或项目团队

task independence 任务的内部依赖性

task management 任务型管理

task-oriented style 任务导向型管理风格

total productivity 全部生产率

Total Quality Management 全面质量管理

training positions 挂职培训

training program 培训程序

transactional leaders 交易型领导

transformational leaders 变革型领导

treatment discrimination 歧视待遇

two-factor theory 双因素理论

two-boss employees 双重主管员工

technical or product champion 技术或产品的倡导者

unfreezing 解冻

unit production 单位产品

variation 变种子

variety 变量

valence 效价

variable costs 可变成本

vertical communication 纵向沟通

vertical integration 纵向一体化

vestibule training 仿真培训

volume flexibility 产量的可伸缩性

vertical linkage 纵向连接

venture team 风险团队

value based leadership 基于价值的领导

win-lose situation 输赢情境

win-win situation 双赢情境

workforce literacy 员工的读写能力

work in progress 在制品

work flow redesign 工作流程再造成

work flow automation 工作流程自动化

whistle blowing 揭发

zero-sum 零---和

zone of indifference(area of acceptance) 无差异区域(可接受区域)

通用技巧

1. 老师问题没听懂的时候的万能语句：

Sorry, Can you pardon it again?

Sorry, I can't follow you.

Sorry, I lost you. Can you repeat that question again?

Sorry, but I have no idea about it

Could you please make the question simpler?

Could you please express in a different way?

Could you please speak louder? Sorry I cannot hear clearly.

Could you please change a question? I don't really understand this one and therefore it's difficult for me to answer it.

2.有思考时的停顿，可以用 **hmm**, **err**, **well** 等。

3.很有可能遇到这种情况：你听懂了老师的表述，但是一时半会不会用英语表述。这种情况下，千万不要浪费大量时间磕磕绊绊的组织语言，可以面带微笑和老师说：老师我听懂了你的意思，但是我可能一时半会组织不好语言，害怕耽误时间，我是否可以用中文回答。

