

英语口语面试技巧

开场白:

1. Greeting Etiquette 问候礼仪

2. Self-introduction 自我介绍

I am glad/ pleased to meet you.

见到你很高兴。

It is a great pleasure for me to have this opportunity for interview.

我能有机会来参加面试感到非常荣幸。

举个例子:

Good morning/ afternoon, respectable interviewers. it's my honor to have an opportunity of giving a brief introduction of myself.

I'm very honored to introduce myself as today's No. _____ student.

Self-introduction 自我介绍

提问方式:

Can you tell me a little about yourself?

请你自我介绍下, 可以吗?

Please tell me something about yourself.

请介绍一下你自己吧。

常见问法:

What subject did you major in college?

Which university did you graduate from?

What is your major?

What are your major and minor subjects?

When did you graduate from college?

Have you received any degrees?

What course did you like best?

Try to say:

I majored in ...and my minor subject is...

I graduate from...

Bachelor's...master's...doctor's...

I like...best because...

I did well... top student...

自我介绍(学习经历和工作经历)

I majored in _____ college, one of the top schools in China, and I graduated from it in the year of _____. Then I serve as a _____ in an _____ company for about _____ years.

没听懂时怎么办?

Beg your pardon.

Will you repeat that, please?

Sorry, I still can't catch up with you.

Would you mind explaining the word you just said?

I am afraid I didn't quite hear what you said.

常考问题

1.Name three qualities that do describe you. How would your friends or colleagues describe you?

What kind of personalities/characters do you think you have?

What are your strengths and weaknesses?

What kind of person do you think you are?

What is your greatest shortcoming?

Words for reference

careful/detail-oriented (细心的); responsible (负责的); dependable (可靠的)

efficient (有效率的); adaptable (适应力强的); cooperative (合作的);

punctual (守时的)

介绍自己缺点时可以这样说...

I usually cannot refuse others. When my friends ask me for help, yes is always my answer. So I often put myself under pressure...

2.What's your hobbies?

How do you spend your free/spare/leisure time?

What are your hobbies?

What do you like to do in your spare time?

What do you do when you're not working?

How do you entertain yourself after work?

Try to say:

A lot of young people enjoy doing sports with their friends, such as playing basketball or football, climbing the mountain, or going for camping for some time. Of all the hobbies, I like swimming most...

Try to say:

As to my hobby, I really like going for trips. As everyone knows, the experiences of travelling often become more valuable with time, particularly if they involve the feeling related to others...

3.Why do you choose our university/college?

Why you go back and apply for MBA?

Why do you choose MBA?

Why should we accept you?

Why do you pursue a further study?

The reasons:

Your interest in the major.

The authority of the university.

Personal ideal.

Try to say:

There are many reasons contributing to my decision to get further study.

To begin with, I find that the knowledge I have learned is very limited, especially when I cope with some very professional issues...broaden my horizon...acquire

abundant knowledge...

There are my clear and simple reasons why I choose to continue study.

你也可以这样说:

It is one of the most famous universities in China, which attract many celebrated figures/ notable persons to get together to address some great lectures. I admire people who work there, study there since I was a little child.

Who is your most admired leader?

Words for reference

Mr./ Mrs....

someone with management skills

lead a team

see the big picture of the project

arrange people

balance personal relationships

organize resources effectively

Try to say:

We need someone with management skills to lead a team: he is able to see the big picture of the project, arrange people, balance personal relationships and organize resources effectively.

5.What kind of works interest you best?

Please tell me about your present job?

Your resume says you have had some experiences working in a foreign representative office in Shanghai, may I ask why you left?

What jobs have you had?

What have you learned from the job you have had?

What is your career objectives?

Try to say:

I worked in a foreign company, however I left there two years ago because the work was rather dull. I found another job and it was much more interesting. Well, I am hoping to get a better position. If one chance comes close to me, I will take it.

6.What is your long and short goal in your work and life? How do you plan to achieve them?

What are your plans for the future?

Do you have any plans for your career?

What do you think of the outlook of this industry in five years?

Try to say:

My goals include...

Become an expert in the field of...

So I can obtain a better working knowledge, both software technology and communication with people.

I would like to take the following steps:

First of all, I would study some professional knowledge.

Secondly, I will learn how to communicate with both my team members and my clients.

Finally, I can find an opportunity at a management position.

注意：

1. 随机应变
2. 实事求是
3. 真诚和微笑

第四部分：注意事项

注意事项 1：关于教育背景

Abroad student 留学生

Graduate student 研究生

Master 硕士

Bachelor 学士

Diploma 文凭

Doctor 博士

Post doctorate 博士后

必要词汇：

Educational history 学历

Educational system 学制

Excellent leader 优秀干部

Public school 公立学校

Normal school 师范院校

Regular school 普通学校

注意事项 2：关于兴趣

篮球，足球，排球：团队精神

围棋：战略意识

阅读：高雅

旅游：环境适应能力和快速学习能力

演讲：沟通能力

必要词汇：

Be fond of 喜欢

Be interested in 对.....感兴趣

Be keen on 喜欢

Chat online 在线聊天

Climb mountains 爬山

Collect stamps 集邮

注意事项 3：关于工作经验

谈工作经验包括工作期限，单位，职务

具体说：从事工作的性质，取得的成就，相关的培训

大部分在职人员都会有工作经历，主要谈最近的一份工作或印象最深刻的工作，

要简要说明担任的职务和取得的业绩，对公司的影响。

要明确你在工作中做了什么和怎么做到的

注意事项 4: 关于辞职

你为什么离职?

考官通过这个问题洞察一个人的求职动机, 价值取向, 忠诚度, 心态, 品格, 某方面的能力缺陷。

理由如下:

人岗吻合度低

没有成就感

企业发展慢

个人成长问题

职业规划问题

采取一种或者几种组合回答即可

可以这样表达:

As a young man, I hope I have more opportunities to meet the challenge.

作为年轻人, 我希望有更多接受挑战的机会。

My character is not fit for a secretary career, and I believe I will do better in sales.

我的性格不适合做秘书工作, 我相信自己在销售领域会做的更出色。

The only reason why I am leaving the present position is I want a chance to promote.

我准备离开目前工作岗位唯一的理由是为了晋升的机会。

Unfortunately, I had to leave my position on account of the cease of the business.

不幸的是, 由于公司停业, 我不得不离开而另寻工作。

My reason for leaving my present employment is with the desire of improving my position.

我打算离开现职, 意欲寻求更好的职位。

My major in the university was English, but there were few opportunities to use it in my previous job.

我再大学主修英语, 但原来那个工作用到英语的机会太少了。

My original work requires frequent business trips, and I have been married so I need a more stable job.

原来的工作需要经常出差, 我已经结婚, 需要一份更稳定的工作。

I am hoping for a quiet and stable life.

我希望过宁静而稳定的生活。

I hope I can meet people from different cultural backgrounds in this job.

我希望能在这份工作中结识来自不同文化背景的人。

To me, pleasant working conditions with cooperative staff are quite important.

对我来说, 愉快的工作环境以及和谐的同事关系相当重要。

I think the most important thing is the nature of the job.

我认为工作性质最重要。

注意事项 5: 关于自身优势

I have concluded several important deals for my company and signed new business contracts.

我替公司谈妥几笔重要的买卖, 并且订立了新的合同。

I have finished three new projects, and I am sure I can apply my experience to this

position.

我已经完成 3 个新项目，我相信我能将我的经验用在这份工作上。

I have 5 years' experience as a salesman, and I have already had quite a few customers overseas.

我有 5 年的销售工作经验，在海外已经有很多客户。

注意事项 6: 关于未来目标

In order to achieve this goal, I just want to work step by step.

为了达到这个目标，我只想一步一步地踏实工作。

First, I'll get further information about your goal, ways and counterparts, management, etc. Then, I'll make my plan.

首先，我要进一步弄清我们的目标、途径，管理状况等。然后，我要制定出计划。

I wish to move up to a position with a higher salary and more opportunities.

我希望晋升到能自己提供更多的薪水和更多的机会的职位。

I want to work in an organization full of energy and enthusiasm. In such a place I can do my best to cooperate with others.

我想在充满活力和积极性的团队中工作。在这种环境中，我能很好地与他人合作。

What is most important for me now is to do the best possible job for company and learn and develop my skills as much as possible.

现在对我来说，最重要的是为公司做好我本职工作，同时尽可能学习和提高自己的工作能力。

着装礼仪

男士

西服套装，颜色首选深蓝色或深色

领带：简单图案

衬衫：白色或浅色

皮鞋：深色

发型：修建整齐，短发最佳

指甲：修建整齐

香水：清淡的古龙水

包：轻便的公文包或者公事包

女士

套裙或者西装：深蓝色或者自然深色

裙长过膝

衬衫：白色或浅色，面料纯棉或者真丝

鞋：浅口无带皮鞋，鞋跟 2.5cm-5cm

饰品简洁

化淡妆

香水：清淡的古龙水

包：轻便的公文包或者公事包