

Q: Can you sell yourself in two minutes? Go for it. (你能在两分钟内自我推荐吗? 大胆试试吧!)A: With my qualifications and experience, I feel I am hardworking, responsible and diligent in any project I undertake. Your organization could benefit from my analytical and interpersonal skills. (依我的资格和经验, 我觉得我对所从事的每一个工程都很努力、负责、勤勉。我的分析能力和与人相处的技巧, 对贵单位必有价值。)

Q: Give me a summary of your current job description. (对你目前的工作, 能否做个概括的说明。)

A: I have been working as a computer programmer for five years. To be specific, I do system analysis, trouble shooting and provide software support. (我干了五年的电脑程序员。具体地说, 我做系统分析, 解决问题以及软件供应方面的支持。)

Q: Why did you leave your last job? (你为什么离职呢?)

A: Well, I am hoping to get an offer of a better position. If opportunity knocks, I will take it. (我希望能获得一份更好的工作, 如果机会来临, 我会抓住。)

A: I feel I have reached the "glass ceiling" in my current job. / I feel there is no opportunity for advancement. (我觉得目前的工作, 已经达到顶峰, 即没有升迁机会。)

Q: How do you rate yourself as a professional? (你如何评估自己是位专业人员呢?)

A: With my strong academic background, I am capable and competent. (凭借我良好的学术背景, 我可以胜任自己的工作, 而且我认为自己很有竞争力。)

A: With my teaching experience, I am confident that I can relate to students very well. (依我的教案经验, 我相信能与学生相处的很好。)

Q: What contribution did you make to your current (previous) organization? (你对目前/从前的工作单位有何贡献?)

A: I have finished three new projects, and I am sure I can apply my experience to this position. (我已经完成三个新工程, 我相信我能将我的经验用在这份工作上。)

Q: What do you think you are worth to us? (你怎么认为你对我们有价值呢?)

A: I feel I can make some positive contributions to your company in the future. (我觉得我对贵公司能做些积极性的贡献。)

Q: What make you think you would be a success in this position? (你如何知道你能胜任这份工作?)

A: My graduate school training combined with my internship should qualify me for this particular job. I am sure I will be successful. (我在研究所的训练, 加上实习工作, 使我适合这份工作。我相信我能成功。)

Q: Are you a multi-tasked individual?

(你是一位可以同时承担数项工作的人吗?) or Do you work well under stress or pressure? (你能承受工作上的压力吗?) A: Yes, I think so. A: The trait is needed in my current (or previous) position and I know I can handle it well. (这种特点就是我目前(先前)工作所需要的, 我知道我能应付自如。) Q: What is your strongest trait 🌐? (你个性上最大的特点是什么?) A: Helpfulness and caring. (乐于助人和关心他人。) A: Adaptability and sense of humor. (适应能力和幽默感。) A: Cheerfulness and friendliness. (乐观和友爱。) Q: How would your friends or colleagues describe you? (你的朋友或同事怎样形容你?) A: (pause a few seconds) (稍等几秒钟再答, 表示慎重考虑。) They say Mr. Chen is an honest, hardworking and responsible man who deeply cares for his family and friends. (他们说陈先生是位诚实、工作努力, 负责任的人, 他对家庭和朋友都很关心。) A: They say Mr. Chen is a friendly, sensitive, caring and determined person. (他们说陈先生是位很友好、敏感、关心他人和有决心的人。) Q: What personality traits do you admire? (你欣赏哪种性格的人?) A: (I admire a person who is) honest, flexible and easy-going. (诚实、不死板而且容易相处的人。) A: (I like) people who possess the "cando" spirit. (有"实际行动"的人。) Q: What leadership qualities did you develop as an administrative personnel? (作为行政人员, 你有什么样的领导才能?) A: I feel that learning how to motivate people and to work together as a team will be the major goal of my leadership. (我觉得学习如何把人们的积极性调动起来, 以及如何配合协同的团队精神, 是我行政工作的主要目标。) A: I have refined my management style by using an open-door policy. (我以开放式的政策, 改进我的行政经管方式。) Q: How do you normally handle criticism? (你通常如何处理别人的批评?) A: Silence is golden. Just don't say anything. otherwise the situation could become worse. I do, however, accept constructive criticism. (沈默是金。不必说什么, 否则情况更糟, 不过我会接受建设性的批评。) A: When we cool off, we will discuss it later. (我会等大家冷静下来再讨论。) Q: What do you find frustrating in a work situation? (在工作中, 什么事令你不高兴?) A: Sometimes, the narrow-minded people make me frustrated. (胸襟狭窄的人, 有时使我泄气。) A: Minds that are not receptive to new ideas. (不能接受新思想的那些人。) Q: How do you handle your

conflict with your colleagues in your work? (你如何处理与同事在工作中的意见不和?) A: I will try to present my ideas in a more clear and civilized manner in order to get my points across. (我要以更清楚文明的方式 提出我的看法 使对方了解我的观点) Q: How do you handle your failure? (你怎样对待自己的失败?) A: None of us was born "perfect". I am sure I will be given a second chance to correct my mistake. (我们大家生来都不是十全十美的, 我相信我有第二个机会改正我的错误。) Q: What provides you with a sense of accomplishment. (什么会让你有成就感?) A: Doing my best job for your company. (为贵公司竭力效劳。) A: Finishing a project to the best of my ability. (尽我所能, 完成一个工程。) Q: If you had a lot of money to donate, where would you donate it to? Why? (假如你有很多钱可以捐赠, 你会捐给什么单位? 为什么?) A: I would donate it to the medical research because I want to do something to help others. (我会捐给医药研究, 因为我要为他人做点事。) A: I prefer to donate it to educational institutions. (我乐意捐给教育机构。) Q: What is most important in your life right now? (眼下你生活中最重要的是什么?) A: To get a job in my field is most important to me. (对我来说, 能在这个领域找到工作是最重要的。) A: To secure employment hopefully with your company. (希望能在贵公司任职对我来说最重要。) Q: What current issues concern you the most? (目前什么事是你最关心的?) A: The general state of our economy and the impact of China's entry to WTO on our industry. (目前中国经济的总体情况以及中国入世对我们行业的影响。) Q: How long would you like to stay with this company? (你会在本公司服务多久呢?) A: I will stay as long as I can continue to learn and to grow in my field. (只要我能在我的行业里继续学习和长进, 我就会留在这里。) Q: Could you project what you would like to be doing five years from now? (你能预料五年后你会做什么吗?) A: As I have some administrative experience in my last job, I may use my organizational and planning skills in the future. (我在上一个工作中积累了一些行政经验, 我将来也许要运用我组织和计划上的经验和技巧。) A: I hope to demonstrate my ability and talents in my field adequately. (我希望能充分展示我在这个行业的能力和智慧。) A: Perhaps, an opportunity at a management position would be exciting. (也许有机会, 我将会从事经管工作。) 如果不愿正面回答, 也可以

说: It would be premature for me to predict this. (现在对此问题的预测, 尚嫌过早。) 甚至还可以打趣的说: Hypothetically speaking, I might be able to do your current job as a director. (或 CEO 或 president) ((说不定, 我也能做你现在主任的工作呢!)) Q: What range of pay-scale are you interested in? (你喜欢那一种薪水层次规范?) A: Money is important, but the responsibility that goes along with this job is what interests me the most. (薪水固然重要, 但这工作伴随而来的责任更吸引我。) A: 假如你有家眷, 可以说: To be frank and open with you, I like this job, but I have a family to support. (坦白地说, 我喜欢这份工作, 不过我必须负担我的家庭。) Other Tips (其它建议) Know something about the organization you are applying to. (了解一些你申请工作单位的情况) Dress properly. Don't shake hand with the interviewer until he/she extends his/her hand. (穿着要得体, 人家伸手时才握手。) Don't sit down until invited to do so by the interviewer. (人家未请, 先别坐下。) Make eye-contact with the interviewer during the interview. (面试时, 眼睛要看着对方。) Listen actively and stay calm. (注意听, 保持冷静。) If invited to a meal, be especially careful about your table manners. (被邀吃饭时, 要特别注意餐桌礼节。) Don't talk with your mouth full. (嘴里有食物, 不可开口说话) Don't make much noise while you eat. (吃东西不要出声音) Don't blow your nose or use the toothpick at table. (不要拧鼻涕或用牙签剔牙) Don't appear to be pushy or overly anxious to get a job. (不必过分表现急着要工作) Be honest but not too modest. (要诚实, 但不必太谦虚) Don't put yourself down or cut yourself up. (不可妄自菲薄或自贬) Try to avoid discussing politics or religion with your interviewer. (避免与面试人谈***或宗教)

1. What is important to you in a job? Challenge, the feeling of accomplishment, and knowing that you have made a contribution. 2. Why do you want to work for this organization? Its reputation, the opportunities it offers, and the working conditions. 3. Why should we employ you? (我们为什么要雇佣你?) My academic preparation, job skills, and enthusiasm about working for the firm. 4. If we hire you, how long will you stay with us? (你打算跟我们工作多久?) As long as my position here allows me to learn and to advance at a pace consistent with my abilities [职务随能力增长而相应提高] 5. What are

your greatest strengths 【最大优点】 ?I can see what needs to be done and do it. I'm willing to make decisions. (能当机立断。) I work well with others. (我和他人容易共事。) I can organize my time efficiently. 6. What are your greatest weaknesses 【最大缺点】 ?I tend to drive myself too hard. (我有时对自己要求过于严格。) I expect others to perform beyond their capacities. (我对别人的能力期望过高) I like to see a job done quickly. (我喜欢速战速决。)

●求职面试者的误区●1. Has a poor personal appearance. (衣着形象不佳。) 2. Is unable to express self clearly. has poor voice, diction 【措辞】, and grammar. 3. Lacks knowledge or experience. 4. Is not prepared for interview. (对面试无准备。) 5. Has no real interest in job. 6. Lacks planning for career. has no purpose or goals. (对自己的事业没有安排; 没有目标和理想。) 7. Lacks enthusiasm. passive and indifferent. 8. Lacks confidence and poise 【沉着; 自信】。 is nervous and ill at ease 【心神不宁】. 9. Shows insufficient evidence of achievement. 10. Overemphasizes money. is interested only in the best dollar offer. (只对最佳报酬感兴趣。) 11. Has poor scholastic record. just got by. 12. Is unwilling to start at the bottom. expects too much too soon. (不愿从基层干起; 要求太多。) 13. Make excuses. 14. Lacks tact 【圆滑; 机敏】. 15. Lacks maturity. 16. Lacks courtesy. is ill mannered. 17. Condemns past employers. (谴责以前的雇主/老板。) 18. Lacks social skills. (缺乏社交能力。) 19. Shows marked dislike for schoolwork. (讨厌功课。) 20. Lacks vitality 【活力; 生命力】. 21. Fails to look interviewer in the eye 【不敢正视】. 22. Has limp, weak handshake. (握手时软弱无力。)

1. As regards salary, I leave it to you to decide after experience of my capacity. 2. The salary I should require would be 20,000 a year. 3. The salary required is 800 per month, living in the house. 4. However, the matter of remuneration will take care of itself, as it always does, if other things are all right. 5. I am willing to serve on trial for some months at a small salary. 中文对照 1. 至于薪金, 请在考验本人的能力之后再作决定。 2. 希望年薪能达到两万元。 3. 希望每月工资八百元, 并提供宿舍。 4. 如果其他条件具备的话, 待遇问题自会得到解决。 5. 如能录用, 本人并不介意以低薪工作数月。

1. I have been for over five years in the employ of an exporting company. 本人曾经前后五年被受雇于出口贸易公司。 2. I have been in the business for the last ten years, and worked as the superintendent in the personnel department. 本人在过去十年在商界担任人事部主任迄今。 3. I have had five years' experience with a company as a salesman. 本人曾在某一公司担任推销员, 前后有五年之久。 4. For the past three years, I have been in the office of the Brothers Trading Co., where I have been and still am an accountant. 本人曾经在兄弟贸易公司服务三年, 担任会计工作, 现仍在职中。 5. I am twenty years of age, and have been employed for the last two years by the Green Trees Co., in the general clerical work of the office. 我今年 20 岁, 曾于绿林公司服务两年, 担任一般文员工作。 6. I am 25 years of age, and have had two years' experience in my present post, which I am leaving to better myself. 我今年 25 岁, 已在目前的职位工作两年, 兹为寻找更上一层楼 准备离开此职位。 7. I am nineteen years of age, female and have had two years' experience in a company's delivery office. 我今年 19 岁, 女性。 曾在某家公司担任收发工作两年。 8. I am just leaving school, and am eighteen years of age. 本人 18 岁, 不久即可毕业。 9. I am twenty years of age, and am anxious to settle down to office work. 本人 20 岁, 希望能找到一个公司, 以便安定下来。 10. Since my graduation from the school two years ago, I have been employed in the Green Hotel as a cashier. 两年前, 自从离校后, 在格兰酒店担任出纳员。

面试时常被问及的问题 1. "What can you tell me about yourself?" This is not an invitation to give your life history. The interviewer is looking for clues about your character, qualifications, ambitions, and motivations. The following is a good example of a positive response. "In high school I was involved in competitive sports and I always tried to improve in each sport I participated in. As a college student, I worked in a clothing store part-time and found that I could sell things easily. The sale was important, but for me, it was even more important to make sure that the customer was satisfied. It was not long before customers came back to the store and specifically asked for me to help them. I'm very competitive and it means a lot to me to be the best." 1. "关于你自己, 你能

告诉我些什么?"这一问题并非在请你大谈你的个人历史。雇主是在寻找有关你性格、资历、志向和生活动力的线索。下面是一个积极正面回答的好例子:"在高中我参加各种竞争性体育活动,并一直努力提高各项运动的成绩。大学期间,我曾在一家服装店打工,我发现我能轻而易举地将东西推销出去。销售固然重要,但对我来说,更重要的是要确信顾客能够满意。不久便有顾客返回那家服装店点名让我为他们服务。我很有竞争意识,力求完美对我很重要。"2. "Why do you want to work for us? This is an obvious question and, if you have done your research on the company, you should be able to give a good reason. Organize your reasons into several short sentences that clearly spell out your interest. "You are a leader in the field of electronics. Your company is a Fortune 500 company. Your management is very progressive."

2. "你为什么想为我们工作?"这是个明确的问题。如果你对该公司做过调查研究,你应该能够给出很好的理由。你要将你的理由编成几句简短的话清楚地表明你的兴趣。如可答:"你们在电子领域是领头人。你们公司是《财富》杂志评选的500强之一。你们的经管很先进。"

3. "Why should I hire you?" Once again, you should not be long winded, but you should provide a summary of your qualifications. Be positive and show that you are capable of doing the job. Based on the internships that I have participated in and the related part-time experiences I have had, I can do the job.

3. "为什么我应该聘用你?"同样,你不应长篇大论,而应提供有关你资历的扼要说明。要肯定自己,表明你能胜任此项工作。

如答:"根据我参加过的实习和与此相关的打工经历,我能胜任。"4. "How do you feel about your progress to date?" Never apologize for what you have done. "I think I did well in school. In fact, in a number of courses I received the highest exam scores in the class." "As an intern for the X Company, I received some of the highest evaluations that had been given in years.

4. "对于你至今所取得的进步你是怎样看的?"绝不要对你以前的所作所为表示内疚。如可答:"我认为我在学校表现不错。事实上,有好几门功课我的成绩居全班第一。""在某公司实习时,我获得了该公司数年来给予其雇员的好几项最高评价。"5. "What would you like to be doing five years from now?" Know what you can realistically accomplish. You can find out by talking to others about what they accomplished in their first five years with a particular

company. "I hope to be the best I can be at my job and because many in this line of work are promoted to area manager, I am planning on that also." 5. "从今以后 5 年内你想做些什么?" 你要清楚你实际上能胜任什么。你可以事先和他人交流一番。问问他们在某公司的头 5 年都做了些什么。如可答。"我希望能在我的职位上尽力做好工作, 由于在同一领域工作的许多人都被提为区域负责人, 所以我亦有此打算。" 6. "What is your greatest weakness?" You cannot avoid this question by saying that you do not have any, everyone has weaknesses. The best approach is to admit your weakness but show that you are working on it and have a plan to overcome it. If possible, cite a weakness that will work to the company's advantage. "I'm such a perfectionist that I won't stop until a job is well done." 6. "你最大的弱点是什么?" 你不应该说你没有任何弱点, 以此来回避这个问题; 每个人都有弱点。最佳策略是承认你的弱点, 但同时表明你在予以改进, 并有克服弱点的计划。可能的话, 你可说出一项可能会给公司带来好处的弱点, 如可说: "我是一个完美主义者。工作做得不漂亮, 我是不会撒手的。" 7. "What is your greatest strength?" This is a real opportunity to toot your own horn. Do not brag or get too egotistical, but let the employer know that you believe in yourself and that you know your strengths. "I feel that my strongest asset is my ability to stick to things to get them done. I feel a real sense of accomplishment when I finish a job and it turns out just as I'd planned. I've set some high goals for myself. For example, I want to graduate with highest distinction. And even though I had a slow start in my freshman year, I made up for it by doing an honor's thesis." 7. "你最突出的优点是什么?" "这是你"展示自己"的最佳机会, 不要吹嘘自己或过于自负, 但要让雇主知道你相信自己, 你知道自己的优点。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。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。我给自己定了一些高目标。比如说, 我要成为出色的毕业生。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。" 8. "What goals have you set and how did you meet them?" This question examines your ability to plan ahead and meet your plan with specific actions. "Last year, during a magazine drive to raise money for our band trip, I set my goal at raising 20 percent more

than I had the year before. I knew the drive was going to begin in September, so I started contacting people in August. I asked each of my customers from last year to give me the names of one or two new people who might also buy a magazine. I not only met my goal, but I also was the top salesperson on the drive." No matter what question you are asked, answer it honestly and succinctly. Most interviewers are looking for positive statements, well-expressed ideas, persuasiveness, and clear thinking under pressure. 8. "你定过

什么目标，你又是怎样达到那些目标的？"这一问题在考查你预先计划和以具体行动完成计划的能力。你可答："去年在为我们乐队旅行集资而开展的一家杂志促销活动中，我定下的目标是比我前一年达到的再多 20%。我知道促销将于 9 月份展开，于是我在 8 月份就开始联系人。我请求我前一年的顾客给我提供一个或两个可能会买杂志的新客户。我不仅达到了目标，还成为促销活动中销售量最高的人员。"总之，不管你在面试中被问到什么问题，回答都要诚实而简明。雇主大都希求明确的陈述，表达良好的想法，有说服力的言谈和压力之下清晰的思路。其他注意事项

Always maintain eye contact with the interviewer. Show that you are confident by looking straight at the person. Eye contact may not get you the job, but lack of eye contact can reduce your chances dramatically. Most interviewers greet the applicant with a handshake. Make sure that your clasp is firm. Being jittery about the interview can result in cold, clammy hands, which create a negative impression. Therefore, make sure your hands are warm and dry. Before leaving, try to find out exactly what action will follow the interview and when it will happen. A shake hands as you say good-bye and thank the interviewer for spending time with you. 和雇主要一直保持目光接触。直视对方说明你

有自信。目光接触也许不会确保你得到这份工作，但缺乏目光接触，就会使你成功的机会明显下降。面试的雇主大都与应聘者握握手。要确保你的握手有力量。情绪紧张地来参加面试会使你伸出的手冰冷潮湿，会给雇主留下负面印象。所以，要让你的手温暖干燥。临走之前，争取问问面试后下一步该是什么，何时开始。道别时要握手感谢雇主花时间面试你。My answer to Q5:It's hard to say where I'll be five years from now. What's important to me is that I'm given an opportunity to assume as much responsibility as you'd be willing to give me. After five

years, you can decide where I'll be able to make the greatest impact.

Virtual Interview - General(Q:Question A:Answer W:Why)

Q:What do you do in your spare time? A😊 have a collection of model ships that I've built myself, and I like to work on them in the evenings or on rainy weekends. Also, for the last two years I've been volunteering at the local Children's hospital on Saturday mornings.

W:Great answer. Your pursuits are interesting and unique, and you show a long-time commitment to your interests and community.

Q:Tell me about yourself. A:What would you like to know? W:This is the best response. The question "Tell me about yourself" is far too open-ended to answer immediately. The interviewer may want to know about your career goals, your hobbies, who knows? When you ask the interviewer what he/she wants to know, you allow him/her to focus the question so that you can provide the kind of information he/she wants to hear.

Q😊 If you are hired, how long will you stay with this company? A:As long as the work is challenging and I have the opportunity to learn and advance, I see no reason to consider leaving. How long do you believe that will be? W:"As long as the work is challenging and I have the opportunity to learn and advance" - this is the most important part of your response. Since no one can see into the future, you shouldn't give a more specific response. Asking the employer how long that environment will continue is also a good idea. It suggests the idea of mutual responsibility for your ongoing commitment.

Q:Where do you see yourself five years from now? (assume you're a candidate who has not had managerial experience). A:To be honest I think it's difficult to know now exactly where I'll be five years from now. Certainly, my main goal is to move forward and to get ahead. In order to do that I need to continue my learning in the areas that are essential to this company. This is something I really look forward to doing. Once I've done that I can define my goals more narrowly.

W:This is the best type of answer for a non-manager candidate because it shows that you're willing to continue your learning and forward movement but that you are also flexible where you end up.

Q:What is your greatest strength? A😊 I'm efficient and I

know how to get things done. For example, in my previous job I repeatedly met my targets within time and budget and within our quality standards. I was able to do this by planning ahead, prioritising and ensuring I was up to date with any of the technical changes.

W: This is a good, straightforward response. You know what you're good at, you sound proud of it, and it's a talent that's valuable in any job. You have also provided a concrete example and the relevant skills.

Q: What attracted you to this job?

A: I've been searching for a while now to find a company that had a business model and corporate philosophy like yours. I am interested in working for a company that provides products and services to the education market. My background is in this field, and my strength is in building relationships and solving problems. I am excited and interested in the idea of developing business relationships through e-commerce.

W: This shows research, a plan of action and intent, and an interest in what the company produces. There is also an indication that past behavior and experience match the needs of the employer. Energy and enthusiasm can be heard in this answer.

Q: What qualities do you think are important to this position?

A: To have a combination of technical and business knowledge and to be very results-oriented. My past record shows that I have those qualities and more. Because of my business acumen and technical know-how, the teams I have managed accomplished outstanding results, including booking more than 50 million dollars in online revenue.

W: By giving specific examples of how you measure against the important qualities, you are letting the interviewer know what value you have to offer.

Q: When have you been most motivated?

A: My first job was in a pre-IPO. I had to undergo some rigorous training to understand the product and customer. At the same time, we were actually working with the customer. It required a lot of self-direction and motivation. I thrived on the whole experience -- the discipline, the planning and the deadlines. It was a pressure cooker, but I got through it.

W: This answer gives a specific time and answers the question directly with full details. In the dotcom world, companies are looking for

high-energy people who can demonstrate self-motivation, passion, energy and ability to cope under pressure.Q: What are your salary expectations? A: I really need more information about the job before we start to discuss salary. I'd like to postpone that discussion until later. Could you tell me what is budgeted for the position?W: Postpone the discussion about salary until you have all the facts. You need all the information possible before making a decision. Not only should you consider base salary, but think about other factors that are important to you - benefits, insurance coverage, performance review, variable benefits, travel, training etc.Q: Why did you leave your last position? A: I've set some goals for myself and my career, and unfortunately I'm at a standstill in my current situation. I have begun to explore options available before I spend too much time in a job where I can't advance. My goal is to continue to take on new responsibilities and be a key contributor to the success of an online venture. W: This answer indicates planning and thinking proactively. Sometimes things happen in careers that are out of your control, but, at other times, planning gives you more power over your future.Q: Do you have any questions? (This is usually asked by the interviewer at the end of the interview.) A: Yes, I do. Who are your financial backers? Who are the key competitors? Does the company have a plan for the IPO? What would you say is the best thing about your product/service? W: It's important that you ask questions. In fact, in some cases they are listening to what you ask or don't ask. This is your chance to find out what they have to say about the company. You are interviewing them as much as they are interviewing you. Is this the best place for you? Listen to the questions they are asking you and formulate your opinion of them.Q: Tell me about yourself and your past experience. A: I have eight years of experience working in the IT industry. For the past two years, I have been working as a project manager for a dotcom. I am also PMI certified. My strengths are my client-relationship management skills, and my leadership ability. I'm looking for a team environment where I can join the excitement of building a company.

W: By emphasising specific examples of knowledge-based skills, transferable skills, and personal traits, you give the interviewer a summary or snapshot of yourself.

Q: What are your strengths and weaknesses?

A: My strength is my flexibility. As director of operations at a startup company, I've had to deal with and handle changes and new policies constantly. As far as weaknesses, I really enjoy my work, and sometimes I put in too much time on some projects. But by being aware of my tendency, I have learned to work smarter.

W: This answer gives specific examples of strengths -- not just the skill. One of the most important traits employers are looking for are the ability to be flexible and learn new things as changes arise. The weakness question is handled best by leading with a positive statement, slipping in a negative, and ending on a positive note.

Q: What experience have you had that qualifies you for this position?

A: I have experience working with e-commerce companies on the consulting side. I've managed teams and have strong experience with HTML and Java. My communication skills and business acumen are my strengths. I can wear many hats and believe I can bring added value to a team effort.

W: This answer provides the interviewer with a good idea of the experiences and skills you will bring to the position. In addition to technical knowledge, communication and teamwork skills can be critical to most jobs.

Q: How would your boss describe you and your work style?

A: First, she'd say I have a lot of initiative -- I see a big picture and do what has to be done to achieve results. Secondly, that I have business savvy -- I know the business side as well as the technical side. And thirdly, I have a high work ethic -- if I say I'm going to do something, I do it.

W: Not only did the answer give three positives, but it also gave reasons for the answers. By giving more detail, you give the interviewer a better look at how you think others see you and what you think is positive about your work style.

Here are good answers to some of the tougher questions asked in job interviews. If you can smoothly supply answers like these during the interview, you are bound to make a good impression.

1. What is important to you in a job? Mention specific rewards other

than a paycheck for example, challenge, the feeling of accomplishment, and knowing that you have made a contribution.

2. Why do you want to work for this organization? Cite its reputation, the opportunities it offers, and the working conditions. Stress that you want to work for this organization, not just any organization.

3. Why should we employ you? Point to your academic preparation, job skills, and enthusiasm about working for the firm. Mention your performance in school or previous employment as evidence of your ability to learn and to become productive quickly. If the job involves management responsibilities, refer to past activities as proof of your ability to get along with others and to work as part of a team.

4. If we hire you, how long will you stay with us? Answer by saying along these lines: "As long as my position here allows me to learn and to advance at a pace with my abilities."

5. Can we offer you a career path? Reply: "I believe you could, once I know the normal progression within the organization. Can you tell me about it?" The answer may be revealing.

6. What are your greatest strengths? Give a response like one of the following: "I can see what needs to be done and do it", "I'm willing to make decisions", "I work well with others," "I can organize my time efficiently."

7. What are your greatest weaknesses? Identify one or two, such as the following: "I tend to drive myself too hard", "I expect others to perform beyond their capacities", "I like to see a job done quickly, and I'm critical if it isn't." Note these weaknesses could also be regarded as desirable qualities. The trick with this question is to describe a weakness so that it could also be considered a virtue.

8. What didn't you like about previous jobs you've held? Discuss the things you didn't like, but avoid making slighting reference to any of your former employers.

9. How do you spend your leisure time? Mention a cross section of interests-active and quiet, social and solitary -- rather just one.

10. Are there any weaknesses in your education or experience? Take stock of your weaknesses before the interview. Practice discussing them in a positive light. You'll find that they are minor when discussed along with all the positive things you have to offer.

11. Where do you want to be

five years from now? Saying that you'd like to be president is unrealistic, yet few employers want people who are content to sit still. You might say, "in five years, I'd like to have my boss's job. " If you can't qualify for your boss's job by then, you may not be the right candidate.

12. What are your salary expectations? If you are asked this at the outset, it's best to say, "Why don't we discuss salary after you decide whether I'm right for the job? " But if the interviewer asks this after showing real interest in you, speak up. She or he will probably try to meet your price. If you need a clue about what to ask for, say, " Can you discuss your salary range with me?"

13. What would you do if...? This question is designed to test your composure. For example: "What would you do if your computer broke down during an audit?" Your answer there isn't nearly so important as your approach to the problem. And a calm approach is best. Start by saying, "One thing I might do is ..." Then give several alternative choices.

14. What type of position are you interested in? Job titles and responsibilities vary from firm to firm . So state your skills instead, such as "I'm good at figure work," and the positions that require these skills , such as "accounts payable."

15. Tell me something about yourself. Say you'll be happy to talk about yourself, and ask what the interviewer wants to know. If this point is clarified, respond. If not, tell why you feel your skills will contribute to the job and the organization. This question gives you a great opportunity to sell yourself.

16. Do you have any questions about the organization or the job? Employers like a candidate who is interested in the organization. so this is a perfect time to convey your interest and enthusiasm.

想找一份满意的工作吗? 面试中面对外国老板连珠炮似的提问,有没有觉得心慌意乱、无所适从? 求职过程中面试尤为重要,回答问题,如果能简明扼要,真诚中肯,合乎老外口味,那么录取机会必定大大增加。当然,有的问题,也要轻描淡写,以免言多必失。

Q: Can you sell yourself in two minutes? Go for it.

(你能在两分钟内自我推荐吗? 大胆试试吧!) A: With my qualifications and experience, I feel I am hardworking, responsible and diligent in any project I undertake. Your organization could benefit from my analytical and interpersonal skills.(依我的资格和经验,

我觉得我对所从事的每一个工程都很努力、负责、勤勉。我的分析能力和与人相处的技巧，对贵单位必有价值。)Q: Give me a summary of your current job description.(对你目前的工作，能否做个概括的说明。)A: I have been working as a computer programmer for five years. To be specific, I do system analysis, trouble shooting and provide software support. (我干了五年的电脑程序员。具体地说，我做系统分析，解决问题以及软件供应方面的支持。) Q: Why did you leave your last job? (你为什么离职呢？)A: Well, I am hoping to get an offer of a better position. If opportunity knocks, I will take it. (我希望能获得一份更好的工作，如果机会来临 我会抓住)A: I feel I have reached the "glass ceiling" in my current job. / I feel there is no opportunity for advancement. (我觉得目前的工作，已经达到顶峰，即没有升迁机会。)Q: How do you rate yourself as a professional? (你如何评估自己是位专业人员呢？)A: With my strong academic background, I am capable and competent. (凭借我良好的学术背景，我可以胜任自己的工作，而且我认为自己很有竞争力。) A: With my teaching experience, I am confident that I can relate to students very well. (依我的教案经验，我相信能与学生相处的很好。)Q: What contribution did you make to your current (previous) organization? (你对目前/从前的工作单位有何贡献？)A: I have finished three new projects, and I am sure I can apply my experience to this position. (我已经完成三个新工程，我相信我能将我的经验用在这份工作上。)Q: What do you think you are worth to us? (你怎么认为你对我们有价值呢？)A: I feel I can make some positive contributions to your company in the future. (我觉得我对贵公司能做些积极性的贡献。)Q: What make you think you would be a success in this position? (你如何知道你能胜任这份工作？) A: My graduate school training combined with my internship should qualify me for this particular job. I am sure I will be successful. (我在研究所的训练，加上实习工作，使我适合这份工作。我相信我能成功。)Q: Are you a multi-tasked individual? (你是一位可以同时承担数项工作的人吗？) or Do you work well under stress or pressure? (你能承受工作上的压力吗？)A: Yes, I think so. A: The trait is needed in my current (or previous) position and I know I can handle it well. (这种特点就是我目前（先前）工作所需要的，我知道我能应付自如。)Q: What is your strongest trait? (你个性上最大的特点是什么？)

么?)A: Helpfulness and caring. (乐于助人和关心他人。) A: Adaptability and sense of humor. (适应能力和幽默感。) A: Cheerfulness and friendliness. (乐观和友爱。) Q: How would your friends or colleagues describe you? (你的朋友或同事怎样形容你?) A: (pause a few seconds) (稍等几秒钟再答, 表示慎重考虑。) They say Mr. Chen is an honest, hardworking and responsible man who deeply cares for his family and friends. (他们说陈先生是位诚实、工作努力, 负责任的人, 他对家庭和朋友都很关心。) A: They say Mr. Chen is a friendly, sensitive, caring and determined person. (他们说陈先生是位很友好、敏感、关心他人和有决心的人。) Q: What personality traits do you admire? (你欣赏哪种性格的人?) A: (I admire a person who is) honest, flexible and easy-going. (诚实、不死板而且容易相处的人。) A: (I like) people who possess the "can do" spirit. (有"实际行动"的人。) Q: What leadership qualities did you develop as an administrative personnel? (作为行政人员, 你有什么样的领导才能?) A: I feel that learning how to motivate people and to work together as a team will be the major goal of my leadership. (我觉得学习如何把人们的积极性调动起来, 以及如何配合协同的团队精神, 是我行政工作的主要目标。) A: I have refined my management style by using an open-door policy. (我以开放式的政策, 改进我的行政经管方式。) Q: How do you normally handle criticism? (你通常如何处理别人的批评?) A: Silence is golden. Just don't say anything. otherwise the situation could become worse. I do, however, accept constructive criticism. (沈默是金。 不必说什么, 否则情况更糟, 不过我会接受建设性的批评。) A: When we cool off, we will discuss it later. (我会等大家冷静下来再讨论。) Q: What do you find frustrating in a work situation? (在工作中, 什么事令你不高兴?) A: Sometimes, the narrow-minded people make me frustrated. (胸襟狭窄的人, 有时使我泄气。) A: Minds that are not receptive to new ideas. (不能接受新思想的那些人。) Q: How do you handle your conflict with your colleagues in your work? (你如何处理与同事在工作中的意见不和?) A: I will try to present my ideas in a more clear and civilized manner in order to get my points across. (我要以更清楚文明的方式, 提出我的看法, 使对方了解我的观点。) Q: How do you handle your failure? (你怎样对待自己的失败?) A: None of us was born "perfect". I am sure I will

be given a second chance to correct my mistake. (我们大家生来都不是十全十美的, 我相信我有第二个机会改正我的错误。)Q: What provide you with a sense of accomplishment. (什么会让你有成就感?) A: Doing my best job for your company.(为贵公司竭力效劳。)A: Finishing a project to the best of my ability. (尽我所能, 完成一个工程。)Q: If you had a lot of money to donate, where would you donate it to? Why? (假如你有很多钱可以捐赠, 你会捐给什么单位? 为什么?) A: I would donate it to the medical research because I want to do something to help others. (我会捐给医药研究, 因为我要为他人做点事。)A: I prefer to donate it to educational institutions. (我乐意捐给教育机构。)Q: What is most important in your life right now? (眼下你生活中最重要的是什么?) A: To get a job in my field is most important to me. (对我来说, 能在这个领域找到工作是最重要的。)A: To secure employment hopefully with your company. (希望能在贵公司任职对我来说最重要。)Q: What current issues concern you the most? (目前什么事是你最关心的?) A: The general state of our economy and the impact of China's entry to WTO on our industry. (目前中国经济的总体情况以及中国入世对我们行业的影响。)Q: How long would you like to stay with this company? (你会在本公司服务多久呢?) A: I will stay as long as I can continue to learn and to grow in my field. (只要我能在我的行业力继续学习和长进, 我就会留在这里。)Q: Could you project what you would like to be doing five years from now? (你能预料五年后你会做什么吗?) A: As I have some administrative experience in my last job, I may use my organizational and planning skills in the future. (我在上一个工作中积累了一些行政经验, 我将来也许要运用我组织和计划上的经验和技巧。)

Part I Questions and Answers about Common Subjects 面试常见话题的问与答 Lesson I. Opening Remarks 开场白 key sentences(重点句子)1. Excuse me .May I see Mr. John Watt, the manager?劳驾,请问我能见经理约翰.瓦特先生吗?4. I have come at your invitation for an interview. Nice to meet you, Mr. watt.我是应你的邀请来参加面试的.见到你真高兴,瓦特先生.9 I've come to apply for the office clerk.我是来应聘办公室文员一职的。10. I've invited several candidates to come today. You are the first one to have arrived. 今天我邀了几位面试者,

你是第一个到的 .11. You probably know that this Interview is mostly to test your oral English , so just relax, and let's have a chat, shall we? 你可能已经知道这次面谈主要想测试一下你的英语口语能力, 所以让我们放松地谈谈, 好吗? 12. We have received your letter and resume, and we thought we would like to ask you to come here for an interview. 我们已收到你的信和简历, 想请你来参加面试。13. We have received your letter in answer to our advertisement I would like to talk with you regarding your qualifications for this position. 我们已收到你应聘的信, 我想和你谈谈关于你应聘的事。14 I am very glad to know that my letter and resume have been received. 我的信和简历贵公司已收到, 本人感到非常荣幸。15. 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。16. I am very happy that I am qualified for interview 我非常高兴能获得这个面谈机会。

Dialogue A(I=Interview 主持人 A=Application 应征者)A: Excuse me .May I see Mr. John Watt, the manager?I: It's me What can I do for you?A: I have come at your invitation for an interview. nice to meet you , Mr. watt.I: nice to meet you too. Please sit down.A: Thank you, sir.I: We have received your letter in answer to our advertisementI would like to talk with you regarding your qualifications for this position. A😊 am very happy that I am qualified for interviewI: Have you bought your credentials?A: Yes, here they are .This is my ID card. This is my diploma. And this my certificate for qualifications.

Notes 注释 1.Yes, I'm here for an interview as requested.是的, 我是应约来此面试的 3.Have you brought your credentials? 你带证明材料来了吗? Words and Expressions interviewer n.主试人 applicant n.应征者 invitation n. 邀请, 约请 advertisement n. 广告 qualification n. 资格 be qualified for 符合.....的资格 resume n. 个人简历 credential n. 证明材料, 凭证 certificate n. 证书, 证明 Human Resource department n. 人力资源部 Lesson 2. About Your Name and Age 关于姓名、年龄 key Sentences (重点句子) 18. What's your sur name.你姓什么? 19. What's your family name? 你姓什么? 20. What's your given name? 你的名是什么? 21.what's your full name? 你的全名是什么?

Dialogue A (I = Interviewer 主试人 A=Applicant 应试者)I: Good afternoon. Sit down

please! Can you tell me what your full name is, A: My full name is Ynming Liu. I: How do you spell your family name? A: Liu, L-I-U. I: Do you have a English name? A: Yes, sir. I: Walter. It was given by my English professor when I was at the university. I: How do you like your name? A: I like it very much. My name has become part of me. I don't want to change it. I: How old are you? A: I'm twenty-six (year old). I: What is your date of birth? A: I was born on April eleventh, 1959.

Words and Expressions
 full name 全名 surname 姓 family name 姓 given name 名 = first name 名 English name 英文名 alias 别名 pen name 笔名

Lesson 3. About Your Address and Native Place 关于住址和籍贯 key sentences (重点句子)

38. I live at 238 Zhongshan Road, Apt. 401, Nanjing. 我住在南京市中山路 238 号 401 号房。
 46. My birthplace is Suzhou 我的出生地是苏州。
 47. My hometown is Tianjin. 我的家乡是天津
 48. Where is your domicile place? 你的户籍在哪里?
 49. My domicile place is Nanjing. 我的户籍在南京。

Dialogue A (I = Interview 主持人 A = Applicant 应试人)
 I: Where do you live? A: I live at 238 Zhongshan Road, Apt 401, Nanjing.
 I: What's your permanent address? A: My permanent address is 238 Zhongshan Road, Apt 401, Nanjing.
 I: What is your birthplace? A: My birthplace is Suzhou.
 I: Are you a resident of Shanghai? I: Where is your domicile place? A: My domicile place is Nanjing.
 I: Give me your telephone number, please.
 A: (My telephone number is 3755818)

Dialogue B
 I: What's your address? A: My address is 57 Heping Road, Xuzhou.
 I: Where are you working? I: I'm working at Nanyuan Hotel at 178 Huaihai Road.
 I: Where is your hometown? A: My hometown is Suzhou.
 I: Are you a local resident? A: Yes, I'm. I have been living in Xuzhou since graduated from university.

Notes 注释
 1. My address is 57 Heping Road, Xuzhou 我的住址是徐州市和平路 57 号。
 2. Where are you working? 你在哪里工作?
 3. I'm working at Nanyuan Hotel at 178 Huaihai Road 我在淮海路 178 号南国宾馆工作。
 4. Are you a local resident? 你是当地居民吗?
 5. I have been living in Xuzhou since I graduated from university. 我大学毕业后就一直在住在徐州。

Words and expressions
 address n. 地址, 住址 Present a. 目前的, 现在的 Permanent a. 不变的, 永久的 resident n. 居民 domicile n. 户籍 local a. 当地的, 本地的 graduate V.

毕业 Lesson 4. About Your Dependents 关于家眷 Key Sentences (重点句子)50. Have you got married? 你结婚了吗? 51.Are you married?你结婚了吗? 52.Yes, sir. I'm married. 是的, 先生, 我结婚了 53. There is no hurry for that, I think I'll try to earn enough for that. 不用忙, 我想先干事业再谈结婚 54.No, sir. I'm still single.没有, 先生, 我还是单身 61. She's a retired school teacher. 她以前做教员, 现在退休了 62. He works for the government. 他是公务员。 63 He is in the import and export business.他做进出口生意。 66. How many dependents do you have ?你有多少家眷? Notes 注释 1. Where and what kind of work does your wife do?你太太在哪里做什么工作? 2. she is a school teacher in Nanjing.她在南京工作, 做教师。 5. Are you single or married? 你未婚还是已婚? 6. I'm still single. Nowadays many young people in China are not in a hurry to get married. They'd rather secure their careers before they settle down in a family.我仍然是个单身汉.如今中国很多年轻人并不急于结婚,他们宁可先立业而后成家。 7. That's the kind of man we are looking for.这正是我们需要的人。 Words and Expressions marry v. 结婚 single a. 单身的, 未婚的 profession n. 职业 business n. 生意, 商业 government n. 政府, 行政经管 dependent n. 家眷 nowadays adv. 目前, 现在, 当今 secure v. 获得, 保证, 使安全 career n. 职业, 事业 Lesson 5. About Your Educational Background (I) 关于教育背景 (I) Key Sentences(重点句子)67. Would you tell me what educational background you have?请告诉我你的学历好吗?68 .Which school or college did you attend?你上过哪个专科学校或大学?69. Which school did you graduate from?你从哪个大学毕业?70. I graduated from middle school in 1988.我是 1988 年从中学毕业的。71. I am a graduate of Zhejiang University.我是浙江大学大学毕业生。73. I have a B.S. degree.我获得学士学位。74. Which school have you attended?你上过一些什么学校?75. I finished primary school in 1993, and entered middle school that September .I graduated from high school in July of 1999 and then I entered Zhejiang University..76. What's your major in university? 你在大学主修什么? 77. Economics. I'm especially interested in "Economic development of China".经济学, 我对“中国经济发展”一科特别感兴趣。 78. What are your major and minor subjects?你的主修课和副课是些什么? 79. My major subject is

Economics and my minor subject is English.我主修经济学，副课是英语。 80. What course do you like best?你最喜欢什么课程? 81. I was very interested in business Management. And I think it's very useful for my present work.我最喜欢企业经管，我觉得它对我现在的工作很有用处。 82.What degree have you received?你得到过什么学位? 83. When and where did you received your MBA degree?你的工商经管硕士学位是什么时候，在哪里授予的? 84 .I received my MBA degree from Beijing University in 1994.我于 1994 年在北京大学获得的工商经管硕士学位。 Dialogue A(I=Interviewer 主试人 A=Applicant 受试人)I: would you tell me what Educational background you have?A: Yes, sir .I graduated from middle school in 1986, then I entered Shanghai Polytechnics .I graduated in 1992 . I have a B. S. degree. I: What department did you study in.A: I was in Department of Physics.I: How were your scores at college?A: They were all excellent. Dialogue B I: Which university did you graduated from ?A: Beijing university. I have learned economics there for four years.I: Which schools have you attended?A😊 finished primary school in 1986 and entered high school that September. I: I graduated from high school in July of 1992 and then I entered Beijing University.I: what's your major in university.A: Economics. I'm especially interested in "Economic Development of China". I: what are your major and minor subjects?A: My major subject is Economics and my minor subject is English .I: what course did you like best?A: I was very interested in business Management. And I think it's very useful for my present work.I: what do you think is the relationship between the subjects you have taken and the job you are seeking for?A: I have taken course on office administration typing , report and correspondence writing. Besides, I'm also taking a Chinese type writing course. I think all these closely related to the job of a junior secretary because it requires the ability to perform general office works and to the manager in handing all paper works.I: How are you getting on with your studies?A: I'm doing well at school.I: which subject are you least interested in?A: I think it was Chinese History. Not because the subject was boring, but the large amount of material that have to be memorized. It left no room to

appreciate the wisdom of great people in the past.I: When and where did you receive your MBA degree?A😊 received my MBA degree from Beijing University in 1984.NOTES
 注释 1. What department did you study in?你就读哪一个系? 2. I was in Department of Physics.我读的是物理系 3. How were your scores at college?你的考试成绩怎么样? 4. They were all excellent.门门都是优秀.5. What do you think is the relationship between the subjects you have taken and the job you are seeking for?你觉得你曾修读的科目和体申请的这份工作有什么关系? 6.I have taken courses on office administration, typing, reports and correspondence writing. Besides, I'm also taking a Chinese type writing course. I think all these are closely related to the Job of a junior secretary because it requires the ability to perform general office works and to assist the manager in handing all paper works. 我曾修读办公室经管、打字、报告及书信写作等课程, 此外我正在学习中文打字。这些课程均与一个初级秘书的工作有密切关系, 因为她必须懂得一般办公室的工作及协助上司处理往来文件。 Words and Expressionsbackground n.背景 attend v.参加 Polytechnics n.工业大学, 理工大学 B. S. degree: Bachelor of Science degree 理学士学位 primary n. 小学 major n.主修课 a.较重要的 economics n. 经济学 degree n. 学位 MBA: Master of Business Administration 工商管理硕士 score n.分数, 成绩, 得 course n.课程 seek v.寻找 administration n.经管, 行政 correspondence n.通信, 书信 secretary n.秘书, 文秘 assist n.帮助 handle v.处理 material n. 材料 appreciate v.欣赏, 赏识 Lesson 6. About Your Educational Background (II) 关于教育背景 Key Sentences (重点句子) 85. How were your scores at college?你在大学时成绩如何? 86. They were all above average. 成绩都在平均分以上。 89. Did you get a good record in English?你的英语成绩好吗? 90. Yes, I obtained 92 mark in English. 是的, 我英语得了 92 分。 91. Which band did you pass in College English Test? 你通过了大学英语考试几级? 92. I passed Band Four and Band Six in college English Test. 我通过了大学英语四级考试。 94. It's 88 points 88 分 95. In what subject did you get the highest marks?你哪门科目得分最高? 96. What records did you get at middle school?你在中学成绩如何? 97.I got excellent records: 96 average.我成绩优秀, 平均 96 分。 98. I am ranked the second of my class in term of

average marks.按照平均分数, 我名列全班第二.99. How do you think the education you've received will contribute to your work in this institution?你认为你接受的教育将如何有助于在本机构的工作? 100. I have already learned a lot in the classroom and I hope to be able to make practical use of it in business in your company.我在课堂上学了很多东西, 我希望能在贵公司把它实际运用到商务活动中。

dialogue A(I=Interviewer 主试人 A=Applicant 受试人)I: How were your grades at college?A: They were all above average.I: What scores did you get at college?A: They were above average B.I: Did you get a good record in English?A: Yes. I obtained 92 marks in English.I: Which band did you pass in college English Test?A: I passed band four in college English Test.I: How was your score in chemistry?A: It was 88 Points.I: In What subject did you get the highest marks?A: In macroeconomics. I: In what subject did you get the lowest marks?A: In calculus. Only 78 marks.I: What was your best subject college?A: English was my best subject. I liked it verymuch. Besides, I was aware of the importance of learning English well. Nowadays every enterprise would prefer to hire a man who has a good command of English. So I Worked hard at college on English. I: What was your worst subject?A: Well, that might be mathematics. There were so many formulas in mathematics class that they were hard for me to remember. I: What record did you get at middle school?A: I was ranked the second of my class in terms of average marks. Dialogue B I: How have you been getting on with your studies so far?A: I have been doing quite well at college. According to the academic records. I've achieved so far, I am confident that I will get my Master of Business Administration degree this coming July. I: What does your MBA thesis deal with?A: It deals with macro-modulation in the socialist market economy.I: How do you think the education you've received will contribute to your work in this institution?A: I have already learned a lot in the classroom and I hope to be able to make practical use of it in business in your company. Notes 注释 1. In macroeconomics.是宏观经济学 (得了最高分)。2. In what subject did you get the lowest marks?在哪一门课你得分最低? 3.

Beside ,I was aware of the importance of learning english well , nowadays every enterprise would prefer to hire a man who has a good command of English. So I worked hard at college on English.此外, 我意识到了学好英语的重要性。如今每个企业都宁愿优先雇用英语好的人。因此, 我上大学是学习英语很刻苦。4. These were so many formulas in mathematics class that they were hard for me to remember.数学公式太多了, 我很难记得住。5. How have you been getting on with your studies so far?到目前为止, 你在学校学习情况如何? 6. According to the academic records I've achieved so far, I am confident that I will get my Master of Business Administration degree this coming July . 根据至今我所取得的学习成绩, 我敢肯定今年7月份我一定能获得MBA学位。7. What does your MBA thesis deal with?你的MBA 硕士论文是关于什么的?8. It deals with macro-modulation in the socialist economy.它论及的是社会主义市场经济的宏观调控。Words and Expressions average n.平均, 平常 obtain v. 得到, 获得 Band Four in college English Test 大学英语四级考试 chemistry n. 化学 macroeconomics 宏观经济学 calculus n. 微积分 enterprise n. 单位.企业单位, 事业单位 command n. 掌握, 运用能力 formulas n. 公式 rank v. 分等级, 排列 In terms of 根据, 按照 academic record 学习成绩 be confident that 对.....有信心对.....有把握 macro-modulation 宏观调控 the socialist market economy 社会主义市场经济 contribute v. 贡献, 有助于 institution n. 机构, 组织 practical a. 实际的, 实用的 Lesson 7. About Your EducationalBackground (III) 关于教育背景 (III) key Sentences (重点句子) 101. Were you in a leading position when you were a college student?你读大学时有没有担任过学生干部? 102. Yes I was vice secretary of Student Union of our Department. 有, 我曾担任过学校的学生会主席。103. Yes, I served as the monitor for two years.有, 我曾做过两年班长。104. Yes, I was the class commissary in charge ofactivities. 有, 我曾担任班级学习委员。105. Did you get any honors or reward at your university? 你读大学时有没有获得过什么荣誉或奖励? 106. Yes, I got the university scholarshipin 1994~1995 academic year. 有, 我在1994到1995年度获得了校奖学金。107. Yes. I won he first place in the English Oratorical Contest of our university in 1994. 有, 我于1994年获得校英语演讲比赛第一名。108. Yes, I got the

second place for the high Jump in the university sports meet in 1994.有, 我于1994年获校运动会跳高比赛第二名。109. Were you involved in any club activities at your university? 你在大学有没有参加过什么社团活动? 110. Yes, I was in the computer club for four years. 我四年都参加了象棋俱乐部。113. What extracurricular activities did you usually take part in at your college? 你在大学通常参加什么课外活动? 114. I usually went swimming in summer and went jogging in winter. 我通常在夏天游泳, 而冬天则跑步。115. I persisted in running every morning '我每天早晨都坚持跑步。116. I participated in Qi Gong training class in my junior year. 我在三年级时曾参加过气功训练班。117. I usually took part in recreational activities. 我通常参加文娱活动。118. I sometimes played tennis and sometimes played football. Dialog A (I= Interviewer 主试人 A=Applicant 受试人) I: Were you in a leading position when you were a college student? A: Yes, I was president of Student union of our university, and I joined the Communist Party of China in my junior year. I: Did you get any honors or rewards at your university? A: Yes, I got the university scholarship in 1994~1995 academic year, I received the second - class reward in the Olympic Mathematics Competition of our province in 1993. I: Great. Were you involved in any club activities at your university? A: Yes, I was on the college basketball team. I: What extracurricular activities did you usually take part in at your college? A: I persisted in running every morning. I sometimes played table tennis and sometimes played basketball. Dialogue B I: Did you hold any leading position at your university? A: Yes. I served as the monitor for two years. I: Did you get any honors or rewards at your university? A: Yes. I was elected an excellent league member for three academic years on end. I: Were you involved in any club activities? A: Yes. I was in the class Club for three years, play chess cultivated my patience and perseverance. I: What extra curricular activities did you usually take part in at your college? A: I usually took part in recreational activities. I participated in Qi Gong training class in my junior year. I: Is there anything you regret not having done or would like to have done differently at college? A: I

devoted almost all my time to my studies, and laid a good, solid foundation of my major area, and that was good, I think. But I think probably it would have been better if I had participate some physical activities. I: was there any teacher who impressed you deeply during your student life? A: Yes, when I was a college student, our English professor left a deep impression on me. In class, he was responsible in teaching and very strict with us students. But out of class, he treated us as his sons and daughters. We all liked him very much.

Notes 注释 1. I joined the Communist Party of China in my junior year. 我于大学三年级加入了中国***。 2. I received the Second - class reward in the Olympic Mathematics Competition of our province in 1993. 我于 1993 年获得全省奥林匹克竞赛二等奖。 3. Playing chess cultivated my patience and perseverance. 下象棋培养了我的耐心和毅力。 4. Is there anything you regret not having done or would like to have done differently at college. 你有没有什么你后悔大学时没有做的,或是想作的跟原来不一样的事。 5. I devoted almost all my time to my study, and laid a good, Solid foundation of my major area, and that was good, I think. But I think probably it would have been better if I had gotten a little more involved in extracurricular activities. 我把我几乎所有时间都用到学习上, 因而在我的专业领域打下了良好而扎实的基础. 我认为这很好. 但是我想如果我多参加一些课外活动省,或许会更好。 6. Was there any teacher who impressed you very deeply during your student life. 在你的学生生活中, 有没有什么老师给你留下了很深刻的印象? 7. In class, he was responsible in teaching and very strict with us students. But out Of class, he treated us as his own sons and daughters. 在课堂上, 他教案很负责, 对我们学生要求很严格。 但在课下, 他却把我们当成亲生儿女一样看待。

Words and Expressions president n. 主席, 会长 Student union 学生会 commissary n. 委员, 代表 reward n. 奖励 scholarship n. 奖学金 high jump 跳高 oratorical a. 演说家的, 演讲的 orchestra n. 乐队, 乐队席, 管弦乐队 extracurricular a. 课程以外的 jog v. 慢跑 recreational a. 娱乐的, 文娱的 academic 学院的, 学业的 on end 连续的 cultivate vt. 培养, 养成 perseverance n. 坚定, 持之以恒 impress n. 印象 responsible a. 负责的, 可靠的

Lesson 8. About Work Experience 关于工作经验 Key Sentence (重点句子) 119. Have you got any

experience in advertising? 你有广告方面的经验吗? 120. Do you have any sales experience? 你有销售经验吗? 121. Do you have any practical experience as a secretary? 你有秘书工作的实践经验吗? 122. Yes, I have been working in the public Relation of a company in the past two years. 是的, 我在过去的两年中一直在公关部门工作。123. Yes, I worked in a fashion shop last summer as part - time salesgirl. 有, 我曾在一家时装店任兼职销售信吊。124. Yes, sir. I have been a secretary in an insurance company. 是的, 先生, 我一直是一家保险公司担任秘书工作。125. Although I have no experience in this field, I'm willing to learn, 虽然在这方面我没有经验, 但是我愿意学习。126. I am sorry to say that I have no experience in this field. 很抱歉, 我在这方面毫无经验。127. Would you tell me the essential qualities a secretary should maintain? 你能告诉我, 作为一个秘书须具备什么样的重要素质。28. Well, to begin with, I'd say she needs to be diligent, and the second point is that she has to do a lot of things on her own initiative. Finally, She can make report writing, summary writing, keep minutes at meetings, and so on. Most important of all is that she seems to have a better memory than average. 好的. 首先, 我认为她必须勤奋. 其次, 她必须主动做许多事情. 再就是, 她应该会速记和打字, 并具有书写报告、提要以及控制和掌握会议时间的能力。其中, 最重要的是比常人更强的记忆力。129. What have you learned from jobs you have held? 你从以往的工作中学习到什么。130. Above all, I have learned that what is good for the company is good for me. So I follow the instructions strictly and always keep my boss informed. 我明白做对公司有利的事等于对自己有利, 所以我严格遵守指示并经常向我的主管汇报。131. What work were you responsible for at your previous work unit? 你在原单位负责什么? 132. I was responsible for advertising designs. 我负责广告设计。133. How many employer have you worked for? 你已经为多少个雇主工作过? 134. Only one, since I have been graduated from the university for just over a year. 只有一个, 因为我大学毕业才一年多。Dialogue A(I=Interviewer 主持人 A=Applicant 受试人) I: Have you got any experience in advertising? A: Yes, I have working in the Public Relation Section of a company in the past two years. I plan the advertising campaign and cooperate the work of artists and

typographer. Sometimes I have to do the work of a specialist when there's something urgent.

I: Do you have any practical experience as a secretary? A: Yes, sir. I acted as a secretary in an insurance company.

I: Would you tell me the essential qualities a secretary should maintain? A: Well, to begin with. I would say she needs to be diligent, and the second point is that she has to do a lot of things on her own initiative. Finally, she can make notes in shorthand and types and has the skills in report writing, summary writing, keep minutes at meetings, and so on. Most important of all is that she seems to have a better memory than average.

I: Have you had any experience with computers? A: Yes, I studied in a computer training program, and can process data through the computer.

I: That's fine. What about operating the fax and duplicators? A: I can handle them without any trouble.

A: Above all, I have learned that what is good for the company is good for me. So I follow the instructions strictly and always keep my boss informed.

I: How often do you work overtime? A: I worked overtime several times a month.

Dialogue B

I: Do you have any sales experience? A: Yes, I worked in a fashion shop as part-time salesgirl.

I: What kind of work are you doing now? A: I'm working as an export sales staff member for a foreign trading company.

I: Where are you working? A: I work at Lianfu Foreign Trade Company, Ltd.

I: How long have you been working there? A: I have been working there since I left my previous employer in 1996.

I: How many employers have you worked for? A: Three.

I: What work were you responsible for at your previous work unit? A: I was responsible for advertising design.

Notes 注释

1. I plan the advertising campaign and coordinate the work of artists and typographers. 我做一些广告策划, 并协助艺术家及制作人员。

2. I studied in a computer training program, and can process data through the computer. 我在电脑培训班学习过, 会用电脑处理资料。

3. What about operating the fax and duplicators? 你会发传真和使用复印机吗? What about...? 表示询问 “.....方面怎么样?” 的问句。about 后要加名词或动名词。

4. I can handle them without any trouble. 我能毫无困难地使用它们。

5. How often do you work overtime? 你经常加班吗?

6. What kind of work are you doing now? 你

现在做什么工作? 7. I'm working as an export sales staff member for a foreign trading company. 我现在一家外贸公司当外销员。 8. I work at Lianfu Foreign Trade Company, Ltd. 我在联富国际贸易有限公司工作。 Ltd. 为 Limited (有限责任公司) 的缩写, 读作 /lɪmɪtɪd/ 9. How long have you been working there? 你在那儿工作多久了? Words and Expression experience n. 经验, 经历 secretary n. 秘书, 书记 the Public Relations Section 公共关系部 Section n. 部门, 分支 fashion n. 时装 insurance n. 保险, 保险业 essential n. 基本的, 必要的 maintain a. 保持, 维持 diligent v. 勤奋的, 勤勉的 initiative a. 主动性, 积极性 shorthand n. 速记 and so on 等等, 诸如此类 instruction n. 指示, 命令 inform v. 通知, 通告 previous a. 先前的, 以前的 campaign n. 运动, 活动 cooperate v. 合作, 配合 typographer n. 精通印刷的人 排印人 urgent a. 急迫的, 迫切的 process v. 处理, 加工 data n. 资料, 资料库 duplicator n. 复印机 Lesson 9 About Achievements 关于工作成就 Key sentences (重点句子) 135. Would you talk about your merits? 你能谈谈你的工作业绩吗? 136. Now please tell me something about your achievements in your work unit. 现在请你谈谈你在工作单位的业绩 137. Yes, sir. When I was the sales manager of Beijing Friendship Store, I succeeded in raising yearly sales volume by 25% at profit margins of from 50% to 80%. 可以, 先生。我在北京友谊商店做经理是, 成功地把年销售量提高了 25%, 把利润度从 50% 提高到 80%。 138. Being an electrical engineer. I improved our assemble line of the electric fans. As a result, the annual output has been greatly increased. 作为机电工程师, 我改进了电风扇的装配线。结果, 我们的年产量大大地提高了。 139. I have been working as an editor for nearly three years. I have edited twenty-one scientific and technical books --- nearly five million words in term of Chinese characters. 我当编辑 3 年来, 已经编辑了 21 本科技图书---如果用中文来计算就是近 500 万字。 140. Have you received any honors or rewards? 你得到过什么荣誉和奖励吗? 141 I got the title of "Advanced Worker" in 1992 and 1994 我于 1992 和 1994 年获得了先进工作者称号。 142. Two of my books respectively won the first-class reward and the second-class reward of national excellent books. 我的两本书分别荣获全国优秀图书一等奖和二等奖。 143. I got a third-class prize for my scientific research from Hubei Provincial

Government last year. 我去年获得了湖北省政府颁发的科研三等奖。IM. Do you have any publications? 你有没有发表过作品? 145. I have got two articles in English published in China Daily. 我有两篇英语文章发表在《中国日报》上。Dialogue A (I=Interviewer 主试人 A=Applicant 受试人) I: Would you talk about your merits? A: I have been working as an editor for nearly three years. I have edited twenty-one scientific and technical books -- ready five million words in terms of Chinese characters. I: That's fine. Have you got any theses published in English? A: Yes, sir. I have got two articles in English published in China Daily in 1993. Dialogue B I: Now please tell me something about your achievements in your work unit. A: All right, madam. When I was the sales manager of Beijing Friendship Store, I succeeded in raising yearly sales volume by 25%. I: Have you received any honors? A: Yes. I was chosen as one of "The Big Ten Prominent Youths" of Beijing in 1996. I: Do you have any publications? A: Yes. I wrote a thesis entitled "on Interpersonal Relations in the socialist Market Economy" and was carried in People's Daily in 1994. Notes 注释 1. I have got two articles in English published in China Daily in 1993. 我有两篇英文文章发表在《中国日报》上。China Daily 为英文版《中国日报》2. I was chosen as one of "The Big Ten Prominent Youths" of Beijing in 1996. 我 1996 年被评为“北京市十大杰出青年”。Words and Expressions achievement n. 成就, 成绩 merit n. 价值, 功劳 volume n. 容量, 大量 profit margin 利润幅度 assembly line n. 装配线 annual output 年生产量 editor n. 编辑 Chinese character 中文汉字 reward n. 奖励 publication n. 出版, 出版物 thesis n. 论题, 论文, 复数为 theses entitle v. 给题名 interpersonal a. 人际的, 个人的 prominent a. 杰出的, 优秀的 Lesson 10. About Language Abilities 关于语言能力 Key Sentence (重点句子) 146. Do you speak a foreign language? 你会讲外语吗? 147. Do you read and write English? 你阅读和写作英语能力如何? 148. When did you begin to learn English? 你从何时起学英语的? 149. Why did you study English? 你为什么学英语? 150. Do you know the language well enough to communicate with English speaking people? 你的英文程度与讲英语的人交谈行不行? 151. Do you think your English is good enough to do desk work?

你认为你的英文程度可以做文书工作吗？ 152. What language do you speak other than Chinese?除了中文之外，你会哪国语言？ 153. Yes, I speak it well. 是的，我讲得很好。 154. Yes, I do both well. 是的，我读写都会。 155. I started to learn English when I was in primary school. 我从小学的时候就开始学英语。 156. Do you speak the language well enough to communicate with English speaking People?你在英语方面能与讲英语的人互相交流吗？ 157. I think so. I used to be an interpreter. 我想可以，我以前做过译员。 158. The amount of English I know enables me to do general desk work. 我的英文适宜做普通文书工作。 159. Other than Chinese, I speak English. I learned some Japanese in school, but forgot all of it. 除了中文，我会讲英语，在学校时学过法语，现在都忘了。 160. Can you speak Mandarin?你能说普通话吗？ 161. I can speak Mandarin fluently. 我能说流利的普通话。 162. Besides Mandarin, what other Chinese dialects do you understand? 除了普通话，你还懂中国其他方言吗？ 163. Shanghaiese, because my mother came from Shanghai. 我懂上海话，因为我母亲是上海人。 164. I majored in English at college. 我上大学主修的是英语。 165. I got a high score on TOEFL. 我托福考试成绩很高。 166. I can communicate with foreigners easily. They say my English is quite good. 我能轻松地与外国人沟通，他们都说我的英语相当好。

Dialogue A (I = Interviewer 主试人 A = Applicant 受试人)

I: Do you speak a foreign language? A: Yes, I speak it well.

I: Can you read and write English well? A: I speak the language better than I read and write.

I: When did you begin to learn English? A: I started to learn English when I was in primary school.

I: Do you speak the language well enough to communicate with English speaking people? A: I think so. I used to be an interpreter.

I: Do you think your English is good enough to do desk work? A: The amount of English I know enables me to do general desk work. I believe the amount of English I know is sufficient to work in an American firm.

I: How many language do you speak? A: Other than Chinese, I speak English. I learned some French in school, but forgot all of it.

I: Can you Speak Mandarin? A: I can speak Mandarin fluently.

I: Besides Mandarin, what other Chinese dialects do you understand? A: Shanghaiese, because my mother came from

Shanghai Dialogue B: How many language do you speak? A: Three, Besides Chinese, my mothertongue, I can also speak English and French. I: Which band of College English Test have you passed? A: Band Six. I: Do you think you're proficient in both written and spoken English? A: Yes, I think I'm quite Proficient in both written and spoken English. I majored in English at college. I got a high score on TOEFL. I: Can you Speak Cantonese. A: I'm sorry. I can't.

Notes 注释 1. I speak the language better than I read and write. 我讲的比读和写好。 2. I believe the amount of English I know is sufficient to work in an American firm. 我想我的英语水平在美资机构做事绝对没问题 3. Besides Chinese, my mother tongue, I can also speak English and French. 除了我的母语汉语外, 我能讲英语和法语。 4. Do you think you are proficient in both written and spoken English? 你在英语说写方面熟练吗? 5. Can you speak Cantonese? 你会讲广东话吗? Words and Expressions demand n. 要求, 需要 communicate v. 交流, 交换 interpreter n. 译员 sufficient a. 充分的, 足够的 Mandarin n. 普通话 dialect n. 方言, 土话 proficient a. 熟练的, 精通的 Cantonese a. 广州话 Lesson 11. About Part-time Job 关于业余工作 key Sentences (重点句子) 167. Do you do a second job in addition to your full - time job? 除了专职工作以外, 你有没有从事第二职业, 168. Do you take on any part-time work in your leisure time? 你在业余时间有没有从事第二职业? 169. Why do you take on a part-time job? 你为什么要从事业余工作? 170. Why are you engaged in a second job? 你为什么干兼职工作? 171. Yes, I am a part - time teacher at Nanjing Teacher's college. 有, 我业余在南京教育学院做兼职教师。 172. Yes, I act as a part-time salesman for a company. 有, 我为一家公司做业余推销员。 173. I do my second work to increase my income. 我做第二职业是为了增加收入。 174. I'm engaged in part-time job to gain some experience in business. 我从事兼职是为了增加商业方面的经历。 175. Did you do any part-time jobs when you studied at university? 你上大学时有没有做过业余工作? 176. Did you do any summer jobs while you were a college student? 你上大学时有没有做过暑期工? 177. Yes, I worked as a tutor for a middle school student. 我曾为中学生作过家庭教师。 178. Did you take on any part-time work while you were working for your master' degree? 你

读硕士学位期间有没有从事过业余工作。179. Yes, I served as a research assistant to my supervisor.我为我的导师当研究助理。180. I translated some business data from English to Chinese for a firm.我为一家公司把英文商业资料翻译成汉语。181. What experience have you gained from your part-time work?你从业余工作中得到了什么经验? Dialogue A (I = Interviewer 主试人 A= Applicant 受试人)I: Did you do any part-time jobs when you studied at university.A: Yes ,I worked as a tutor for a middle school student. and I acted as an interpreter for three times at Guangzhou Export Commodities Fair.I: What have you learned from your part-time job?A: I've gained some experience in interpretation.I: How did you spend the money you earned from your part-time jobs?A: I like traveling, so I saved it up for that.Dialogue B I: How did you spend the money you earned from your part-time jobs?A: Yes, I act as a Part-time salesman for a company.I: Why are you engaged in a second job?A: Frankly speaking, I do my second job to increase my income.I: What experience do you gain from your second job?A: I've gained are experience in business.

Notes 注释 1. I acted as an interpreter for three times at Guangzhou Export 我曾三次为广州出口商品交易会做译员。2. I' ve gained some experience in interpretation.我获得了些做译员的经历。3' How did you spend the money you earned from your part-time jobs?你怎样使用从业余工作中获得的钱? 4. I like traveling, so I saved it up for that.我喜欢旅游, 我存下钱用于旅游。5. Frankly speaking,...坦率地说, 6. in addition to 除了.....之外 Words and Expressions full-time a. 专职的 Part-time a. 业余的 leisure a. 空闲的 engage v. 从事, 忙于 increase v. 增加 tutor n. 家庭教师, 指导老师 assistant n. 助手, 助理 supervisor n. 导师, 监督人 firm n. 商号, 机构 export a. 出口的, 输出的 commodity n. 商品 fair n. 交易会, 市场 interpretation n. 翻译, 解释 frankly ad. 坦率地, 老实地 Guangzhou Export Commodities Fair 广州出口商品交易会 Lesson 12 About Reasons for Leaving 关于辞职的原因 Key sentence(重点句子)182. What position have you held before?你以前担任过什么职务?183. How many places have you worked altogether?你一共工作了几个地方?184. What was your reason for leaving ?你为什么离开?185. Do you enjoy your present job?你喜欢目前的工作

吗?186. Yes , I find it interesting .是的,我发现它很有趣。187. What made you decide to change your job?什么原因使你决定换工作? 188. I know from your resume that you are working as an administration assistant in a trading company .Why do you plan to changer your job?我知道你正在一家贸易公司任职行政助理, 为什么你计划转职? 189. Why have you changed your job frequently?你为什么经常换工作? 190. I am working in a company where further promotion is impossible. I am capable of more responsibility, so I decided to changed my job.I d like to find a job which is more challenging.我在一家小公司工作, 所以晋级不大可能。我完全能承担更多的责任, 所以我决定换工作。我希望做一个更有挑战性的工作。191. I would like to have a job that is more lively than my present one . Besides ,I would like to practice my English in my work . As my present employer deals with China trade only ,there isn t much chance to speak English.因为我希望找到一份更有活力的工作。此外,我想在工作上多用英语。但我现在的雇主主要发展中国市场, 所以很少使用英语。192. Because I am looking for a company that I really want to work for so that I could settle down and make a long-term contribution.因为我想找一家理想的公司, 使我能安定下来, 并做出长远的贡献。193. my first job was a well establish company where the division of labour is very chear. I do not have much chance to enrich my experience. Then I got an opportunity to rally broaden my experience with a new company that was starting up ,but unfortunately ,they closed their service in three months time. I have worked in my present company for a considerable length of time and enjoy my job I am new doing. But I think I have accumulated enough experience to take up more challenging post in a much larger and diversified company where I could make solid contribution .我的第一份工作是在一家制度完善及分工清楚的公司内任职, 但我认为我的接触面太小了。后来我有机会到一家刚成立的公司, 已扩展我的经验, 不幸的是, 他们在三个月内就倒闭了。我在现在的公司已工作了颇长的时间, 虽然我喜欢现在的工作, 但我认为我已积累了足够的经验在一家更具规模及多元化的公司内工作, 接收更大挑战及做出实质贡献。194.Why are you leaving your present job?你为何要离开现职? 195. What s the reason why you leave your previous employer?你为何要离开原来

的雇主? 196. I'm leaving the present situation just because of expiry of my employment contract.我离开现职是因为工作合同期满了。197. The work is not bad .Yet the salary is too small.那份工作是不错, 不过薪水太少了。198. To speak frankly, I did not enjoy the work very much because these was not much for me to do at my post .坦率的说, 我不是很喜欢那份工作, 因为在这个职位上没有多少时可干。Dialogue A(I=Interviewer 主试人 A=Applicant 受试人): I: Where are you employed ?A: I have been employed as a secretary at a trading company .I: What do you think of your present job?A: Yes , I find it interesting .I: How do you get to office ?A: I go to the office by bus everyday.I: What does your work consist of exactly?A: My main responsibility is trouble-shoot between top management and the general employees.I: Would you mind working overtime at night?A: No, often my boss requires overtime work.I: How much money are you making a month?A: 5000 Yuan a month.I: Why do you plan to change your job?A: I would like to have a job that is more lively than my present one. Besides ,I would like to practice my English .I: Why have you changer your job so frequently?A: My first job was in a well established company where the division of labour is very clear .I do not have much change to enrich my experience .Then I got an opportunity to really broaden my experience with a new company that was starting up , but unfortunately , they closed three months' time .I have worked in my present company for a considerable length of time and enjoy the job I an doing now .But I think I have accumulated enough experience to take up more challenging post in a much larger and diversified company where I could make solid contribution.Dialogue B:I: What position have you held before ?A: I have been a salesman .But now ,I can do public relations.I: How many places have you worked altogether?A: Three.I: Would you tell me the general description of your present job?A: I am in charge of the trading department .I' m handling invoice ,shipping bills and computing freight costs 。 that' s most of the documentation .I: What time do you go to work ?A: I must be there no late than 8:00.I: What time does the office close ?A: I quit

work whenever I get finished ,usually about six o' clock.I: Does your work involve a lot of paper filling and typing ?A: No ,the secretary does this .It' s not part of my job.I: What made you decide to change your job?A: I am working in a small company where further promotion is impossible ,so I decided to change my job. I' d like to find a job which is more challenging .Lesson 13 About Reasons for Application 关于应聘的原因 Key sentences 199. Why do you come here for a job?你为何到此处来找工作? 200. Thank you for your interest in this position. Why do you consider yourself qualified for this job?谢谢你对本公司的兴趣, 为何你认为自己符合这职位的资格? 201.I speak fairly good English and I enjoy meeting different kinds of people, so I think I could handle the work of a receptionist.我能说流利的英语, 而且我喜欢接触不同的人, 所以我认为我能胜任接待员一职。202. Why did you choose to come here for a job?你为何选定到此地来工作? 203. I hope to have a job which offers me an opportunity for advancement.我希望有一个提供升级机会的工作。204. What interest you most about this job?你对这份工作最感兴趣的是什么? 205. I like to work in a team and enjoy solving problems together.我喜欢喝一班人在一起工作及解决问题。206. What do you think you would bring to the job?你认为你能为这份工作带来什么? 207. Why should I hire you?我为什么要雇用你? 208. Did you choose this company on account of high pay? 你是因为薪水高才选择本公司吗? 209.I have the educational background and relevant experience required by the job. Besides, I am a very good team player and have the desire to make a thorough success.我有为工作有关的教育及工作经验。此外, 我是一个很好的群体工作者并有把工作做到最好的信念。210. My business experience in China, mainly, I know a lot about how the Chinese marker works and how business is done there.大概是我在中国大陆贸易的经验。我对中国贸易有相当深的认识, 并了解在大陆应如何经商。211. Why did you choose this company?你为什么选择本公司? 212. My past work experience is closely related to this job. I am confident of doing the job well. Therefore I am desirous to get this position.我过去的经验与这项工作密切相关, 我有把握把这项工作做好, 因此, 我想得到这项工作。213. I know that you do a very big international business, so

I thought it would be a good place for me to make use of the experience I have had abroad.我知道贵公司在国际贸易方面生意做的很大, 所以我想这里是运用我在国外取得的经验的好地方。214. My educational background and professional experience make me qualified for the job.我的教育背景和工作经验使我能够胜任这项工作。215. What do you consider important thing is the nature of the job?你选择工作是主要的考虑是什么? 216. I think the most important thing is the nature of the job. One should never do anything one is not interested in.我认为工作的性质最重要, 千万不要做你没有兴趣的工作

Dialogue A(I=Interviewer 主试人 A=Applicant 受试人)I: What made you choose this company?A: Your company has earned a very good reputation, not only because your products are of high quality, but also your well-constructed management system. I want to contribute my effort to such an outstanding company which cares not only the customer' needs, but also welfare of the employees.I: What do you know about this company?A: I know this is one of the biggest trading companies in the word. It was established in London in 1940, with a total of 40 million US dollars. It employs more than 17,000 staff throughout the word.I: thank you for your interest in this position. Why do you consider yourself qualified for the job?A: I have the educational background and relevant experience required by the job. Besides, I am a very good team player and have the desire to make a thorough success.I: What interest you most about this job?A: I like to work in a team and enjoy solving problems together.I: Have you applied for a similar post to any other companies?A: Yes, I' ve applied to General Electric China Incorporation but that was just to get employed by such a large company, I am afraid. That' s why I want to enter this company.I: What was the result of your application to that company?A: They turned me down.I: Why don' t you think you got the job?A: I think the only reason is that I was too nervous during the interview and I couldn' t express myself the way I wanted to.Dialogue B I: what' s your career objective?A: I want to apply my knowledge and experience to a large firm.I: What would you like to be doing five years from now?A: I

hope I could be a leader of an energetic and productive R&D team.I: What do you consider important when looking for a job?A: I think the most important thing is the nature of the job. One should never do anything one is not interested in. To me, pleasant working conditions with co-operative staff are also important.I: Why are you interested in working in this company?A: My past experience is closely related to this job. I am confident of doing the job well. Therefore I am desirous to get this position.I: What do you think you would bring to the job?A: My business experience in China, mainly. I know a lot about how the Chinese market works and how business is done there.I: Have you applied to any other company?A: Yes, I' ve also applied to Global Huada Company Ltd., in case I may not be accepted here.I: What was the result of it?A: I haven' t heard the result yet.I: If you are engaged by both companies , Whose offer will you accept?A: Of course, I' ll accept your offer. I want to work for you.

Lesson 14. About the Post 关于所谋之职 Key Sentences(重点句子)

217. Are you able to take this job?你能担负这种工作吗? 218. Would your present and former employers give you recommendations?你现在及前任雇主都会给你写推荐信吗? 219. This job is not in Nanjing. Are you willing to work in other places?这个工作地点不在南京, 你愿不愿到其他地方去工作?220. This job offers you 6000 a month plus room and board. Would you be interested?这个工作月薪 6000 元, 包括食住, 你对此有无兴趣? 221. When will you start to work if you are employed?如果你被录用, 你什么时候可以上班?222. If we decide to hire you, we will notify you by mail.如果我们决定雇用你, 就写信通知你。223. I am hunting for a job of higher wages.我正在找一个薪金高的工作。224. I hope to have a job which offer me an opportunity for advancement.我希望有一个提供升级机会的工作 225. I learned about it from your advertisement in the newspaper.我是从报纸上你们的广告中获知此事的。226. Thank you very much for your consideration. Then I will wait to hear from you.感谢您的关照, 那么我就等候你的通知吧! 227. I can start to work whenever it is convenient for you.只要您方便, 我随时都可以开始工作。228. I think I can, and I don't mind hard job.我想我能做到, 我不怕工作艰苦。229. No problem for me. I believe I

can do anything for you.对我来说毫无问题, 我相信我能为您做任何事情。230. what section would you like to work in if you enter this company?如果你被本公司录用, 你希望在哪一部门工作? 231. What type of work will you expect to do at first?你希望起初做什么工作? 232. I'd rather work in the business department if choices may be given.如果可以选择, 我愿意在营业部工作。233. I expect to operate computers.我希望操作电脑。234. I'd like to be a foreign exchange settlement clerk.我想做外汇结算员。

Dialogue A(I=Interviewer 主持人 A=Applicant 受试人):

I: Why do you come here for a job? A: I learned about it from advertisement in the newspaper. I hope to have a job which offers me an opportunity for advancement.

I: Would your present and former employers give you recommendations? A: Yes, No problem.

I: Tell me what you know about our company. A: To the best of my knowledge, your company was originally a small workshop set up in 1978. At that time you had only over ten workers who made some harm tools. After more than ten years of hard work, you have developed into a large enterprise with nearly one thousand technicians and workers. Now your yearly output value has reached as much as over one billion yuan. What a wonder you have done!*****

I: Are you able to take this job? A: No problem for me. I believe I can do anything for you. I have done this type of work before.

I: This job offers you 6, 000 yuan a month plus room and board. Would you be interested? A: I can accept it.

I: If you are employed when will you start to work? A: I can start to work whenever it is convenient for you.

I: How long does it take to get here from your home? A: It's a forty-minute bus ride.

I: OK. If we decide to hire you, we will notify you by mail.

A: Thank you very much for your consideration. Then I will wait to hear from you.

Dialogue B:

I: Tell me what you know about our company. A: All right. Your company is a Sino-American joint venture'. Your head office is in the U. S. A.. There are a lot of subsidiary companies all over the world. You mainly make beauty products which sell well.

I: Do you know what companies are stockholders in this company? A: Yes, the main stockholder is ABC Corporation.

I: What section would you like to work in if you

enter this company?A: I'd rather work in the business department if choices may be given.I: What type of work will you expect to do at first?A: I wish to operate computers.I: What are your plans for the future?A: I wish to move up to higher positions with acquisition of more experience in the future.I: How long does it take to get here from your home?A: It takes one hour and ten minutes.I: That's quite a way. Are you planning to find a boarding house nearby, or do you have relatives you can stay with?A: I'm pretty strong. There is no problem for me to be punctual for work though I have to travel that far.I: How long do you think that we can depend on your working here?A: If I enjoy the job and I feel I am making progress in the work, I would stay until I reach the age limit.I: Do you have any particular conditions that you would like the company to take into consideration?A: No, nothing in particular.

Notes 注释 1. To the best of my knowledge, your Company was originally a small workshop set up in 1978.据我的记忆所及, 贵公司起初是 1978 年创办的一家小工厂。 2. Now your yearly output value has reached as much as over one billion yuan. What a wonder you have done!你们现在的年产值已超过 10 亿元。你们真是创造了了不起的奇迹! 3. You mainly make beauty products which sell well.你们主要生产美容品, 产品很畅销。 4. Yes, the main stockholder is ABC Corporation.贵公司的主要股东是 ABC 公司。 5. I wish to move up to higher positions with acquisition of more experience in the future.我希望将来随着我工作经验的增加而逐步提升职位。 6. There is no problem for me to be punctual for work though I have to travel that far.尽管要走那么远, 但我完全能够准时赶到上班。 7. How long do you think that we can depend on your working here?你认为我们可以指望你在这里干多久? 8. I would stay until I reach the age limit.我将一直呆下去直到退休年龄。 9. Do you have any particular conditions that you would like the company to take into consideration?你有什么特殊情况需要公司加以考虑吗? 10. No, nothing in particular.没有, 没有什么特别的情况。

Words and Expressions
former a. 以前的, 先前的 recommendation n. 推荐, 介绍信
notify v. 通知, 报告 convenient a. 便利的, 方便的
foreign exchange settlement 外汇结算
hunt for 寻找 enterprise n. 事业, 企业
yearly output value 年产值 wonder n. 奇

迹, 奇观 Subsidiary company 附属公司 stockholder n. 持股人 acquisition n. 获得, 所获
relative n. 亲戚 punctual a. 按时的, 守时的 particular a. 特别的, 特殊的 Lesson 15. About
Your Ability 关于个人能力 Key Sentences(重点句子)235. What is your greatest strength?你
的最大长处是什么? 236. I manage my time perfectly so that I can always get things done
on time.我极懂分配时间, 因此总能准时完成任务。237. I suppose a strong point is that I like
to develop new things and ideas.我想我有一个优点就是喜欢创新。238. I can take on jobs
that bother other people and work at them slowly until they get done.我能承担别人认为烦
恼的工作, 然后慢慢努力, 直到把工作完成为止。239. What are your weak points?你的缺点
是什么? 240. When I think something is right, I will stick to that. Sometimes it sounds a little
stubborn but I am now trying to find a balance between insistence and compromise.若我
认为某件事情是对的, 我会坚持到底。有时候, 这显得有点顽固, 因此我正努力在执着与妥协之
间寻求平衡。241. As a young girl, I'm a bit shy around people. That is my weakness. But I'm
patient both with people and my work.作为年轻女孩, 我在众人面前有点害羞, 这是我的不足。
但是我对人和对工作都有耐心。242. Well, I'm afraid I'm a poor talker, and that's not very
good, so I've been learning how to speak in public.嗯, 我这个人恐怕不善言谈, 这样不好,
所以我一直在学怎样在众人面前讲话。243. What are your greatest achievement?你最大的成
就是什么? 244. Can you work under pressure?你能在压力下工作吗? 245. Yes, I find it
stimulating.能, 我认为它具有鼓舞作用。246. What are the problems you have encountered
in your job?你在工作中曾遇到过哪些困难? 247. As an editor, I have to proofread numerous
articles. This is a fairly repetitive job, so it's easy to overlook mistakes.作为一个编辑, 我经
常有大量稿件要校对, 这是一项重复而单调的工作, 极容易忽略某些错误。248. How do you deal
with those who you think are difficult to work with?你怎样应付哪些你认为难以合作的人?
249. I stick to my principles and keep to rule.我会坚持原则和谨守规则。250. Sometimes,
they are just lack of enthusiasm and I got them involved with something constructive.
Some of them changed their attitude later.有时候, 他们只是缺乏工作热情, 当我安排他们处
理一些建设性的工作时, 一些人改变了原来的态度。 Dialogue A(I = Interviewer A = Applicant)I:

What is your greatest strength?A: I think I am very good at planning. I manage my time perfectly so that I can always get things done on time.I: What are your weak points?A: When I think something is right, I will stick to that. Sometimes it sounds a little stubborn but I am now trying to find a balance between insistence and compromise.I: What are your greatest accomplishment?A: Although I feel my greatest accomplishments are still ahead of me, I am proud of my involvement with the International Business Conference '93 project. I made my contribution as part of that team and learned a lot in the process.I: Can you work under pressure?A: Yes, I find it stimulating. However, I believe in planning and proper management of my time reduce panic deadlines.I: Are you more of a follower or a leader?A: I don' t agree with someone else opinion if I think he's wrong, but when I understand his thinking and see he has some good ideas, then I'm very happy to go along with him.Dialogue BI: What are your strong points?A: I have very strong observation power. I can generate interesting ideas from minor things and once the idea is formed, I have strong urge to put it into action.I: What is your weakness?A: I always give each job my best efforts, so when others are not pulling their weight, I would be frustrated.I: Are you more of a follower or a leader?A: I don't try to go ahead of people and lead them. I'd rather cooperate with everybody else, and get the job done by working together.I: What are the problems you have encountered in your job and how do you solve them?A: As an editor, I have to proofread numerous articles. This is a fairly repetitive job, so it's easy to overlook mistakes. Lots of people do. But I always look for them and it keeps me alert and motivated so I do a better job.I: How do you deal with those who you think are difficult to deal with?A: I stick to my principles and keep the rules. Sometimes, they are just lack of enthusiasm and I got them involved with something constructive. Some of them had changed their attitude later.Notes 注释 I. Although I feel my greatest accomplishments are still ahead of me, I am proud of my involvement with the International Business Conference '93 project. I made my contribution as part of that

team and learned a lot in the process.虽然我认为我的最大成就还未出现, 但我对于曾参与“九三国际商务会议”这个活动感到很自豪。作为筹划小组成员之一, 我做出了不少贡献, 亦从中学到很多。

2. However, I believe in planning and proper management of my time reduce panic deadlines.但我相信适当地分配时间及周详的计划能减少最后工作期限而带来的恐慌。

3. Are you more of a follower or a leader?你更像一个跟随者, 还是一个领导者?

4. I have very strong observation power. I can generate interesting ideas from minor things and once the idea is formed, I have strong urge to put it into action.我认为我有很强的观察力, 能从小事引发有趣想法。而且想法一旦形成, 便有很强的愿望付诸实行。

5. I always give each job my best efforts, so when others are not pulling their weight, I would be frustrated.我做每份工作总是全力以赴, 所以当我发现其他人没有努力做时, 我会感到挫折失意。

6. But I always look for them and it keeps me alert and motivated so I do a better job.但我总是努力找出这些错误, 这令我保持警觉及积极, 所以我做得比别人好。

Words and Expressions

strength n. 实力, 长处 weakness n. 短处, 薄弱之处 strong points 长处 weak points 短处 stubborn a. 顽固的, 坚决的 insistence n. 坚持, 执着 compromise n. 妥协, 和解, 折衷 stimulate v. 刺激, 鼓励 encounter v. 偶遇, 面对 repetitive a. 多次反复的, 重复的 enthusiasm n. 热心, 积极性 constructive a. 建设性的 observation power 观察力 generate v. 产生, 形成 pull one's weight 努力做好份内的工作 frustrated a. 挫折的, 失望的

Lesson 16. About Your Skills 关于个人技能

Key sentence

251. Have you any experience with a computer?你有使用电脑的经验吗?

252. Do you use a computer?你会操作电脑吗?

253. Can you take shorthand?你会速记吗?

254. Can you dictate?你会笔录吗?

255. How are your typing skills?你打字技巧如何?

256. Did any of your previous positions require typing?你以前的职务中有没有需要打字的?

257. I have approximately three years experience using a computer.我有大约三年操作电脑的经验。

258. I type 65 words per minute.我每分钟打65个字。

259. I've been typing for a good many years.我打字已多年了。

260. I've learned shorthand but have no experience.我学过速记, 但没有经验。

261. Yes, ma'am. I can take dictation.是的, 女士, 我会笔录。

262. Which computer software do you know?你懂得哪些电脑软件程序?

263. Page Maker and

Microsoft Word.电脑排版及 Word 文字系统软件。264. Can you drive?你会开车吗? 265. I have a driver's license.你会开车吗? 266. What certificates of technical qualifications have you obtained?你有何种技术资格证书? 267. I've receive a Business English Certificate.我有商务英语证书。268. I've got an Associate Professor's Qualification Certificate.我获得了副教授资格证书。Dialogue A(I = Interviewer A = Applicant): I: How are your typing skills?A: I've been typing for a good many years.I: How many words do you type per minute?A: I type 65 words per minute.I: Can you dictate?A: Yes, ma'am. I can take dictation.I: Do you take shorthand?A: Yes, I take shorthand pretty fast.I: Have you any experience with a computer?A: I have approximately three years experience using a computer.I: What kind of computers are you experienced in?A: I'm experienced in IBM-PC, Compact and Great Wall computers.I: What kind of software do you have working knowledge of?A: I have working knowledge of WINDOWS and DOS.I: What certificates of technical qualifications have you received?A: I've received a Computer Operator's Qualification Certificate.I: Can you drive?A: I'm learning now.Dialogue B:I: Did any of your previous positions require typing?A: Yes, but I can't type very quickly.I: How many words can you type per minute?A: I type about 40 words per minute.I: How are your dictating skills?'A: I can take dictation in English at 100 words per minute.I: Do you take shorthand?A: I've learned shorthand but have no experience.I: What certificates of technical qualifications have you obtained?A: I've received a Business English Certificate.I: Do you have a driver's license?A: Yes, I have.I: Which computer software do you know?A: Page Maker and Microsoft Word.

Notes 注释

1. I'm experienced in IBM-PC, Compact and Great Wall computers.我熟悉 IBM - PC, COMPACT 和长城电脑。

2. What kind of software do you have working knowledge of?你对何种电脑软件具有应用知识?

3. How are your dictating skills?你的笔录速度如何?

4. I can take dictation in English at 100 words per minute.我能用英语笔录每分钟 100 个单词。

Words and Expressionsshorthand n. 速记 dictate v. 笔录 per minute 每分钟 software n. 软件 license n. 执照 qualification n. 资格, 合格证明 Associate Professor n. 副教授 ma'am (madam 之

略写形式) n. 夫人, 女士 Lesson 17. About Your Personality 关于个性 性格 Key Sentences(重点句子) 269. What kind of personality do you think you have? 你认为你具有哪种性格? 270. I'm quite active and energetic. I approach things enthusiastically and I don't like leaving things half done. 我积极而充满活力。我热诚对待每件事, 不喜欢半途而废。 271. Do you think you are introverted or extroverted? 你认为你性格内向还是外向? 272. I am quite outgoing, I think. 我认为我很外向。 273. I wouldn't call myself introverted though sometimes I'm reserved and enjoy staying all by myself, often and often I like sharing activities with others. 我不算内向, 尽管有时我沉默寡言, 喜欢独处, 但我经常和大家在一起活动。 274. What kind of person do you think you are? 你认为你是哪类人? 275. What kind of people do you like to work with? 你最喜欢和哪类人合作? 276. What kind of people you find difficult to work with? 你觉得和哪类人合作最困难? 277. How do you get along with others? 你与别人相处关系如何? 278. I keep close contacts with my friends. 我和我的朋友经常联络。 279. We often get together and talk with each other? 我们经常聚在一起交谈。 280. Wherever I meet with difficulties, they are always ready to lend me a hand. 只要我遇到困难, 他们总是愿意伸出援助之手。 281. I like to work with people who are honest, dedicate to their work and have integrity. 我喜欢和诚实、对工作投入、为人正直的人一起工作。 282. What do you think is the most important thing for you to be happy? 你认为对你来说幸福最重要的是什么? 283. I maintain that the most important thing is having good friends. 我认为最重要的是有好朋友。 284. For me, this would be having good relationship with my family members. 对我来说, 最重要的是保持家庭成员的良好关系。 286. I try to keep to a regular schedule every day. 我每天努力遵守有规律的作息安排。 Dialogue A(I=interviewer A=applicant) I: What kind of personality do you think you have? A: I am quite active and energetic. I approach things enthusiastically and I don't like leaving things half done. I: Do you think you are introverted or extroverted? A: I am quite outgoing, I think. I enjoy mixing and doing things with others. I: What do you think is the most important thing for you to be happy? A: I maintain that the most important thing is having good friends. A person can't live all by

himself, I think. A friend in need is a friend indeed. So the more really close friends I have, the better.

I: Do you have any people you'd call really close friends? A: Yes, I'd call several of my former classmates really close friends. We often get together and talk with each other. Whenever I meet with difficulties, they're always ready to lend me a hand.

I: What kind of people do you like to work with? A: People who are honest, dedicate to their work and have integrity.

I: What kind of people you find difficult to work with? A: Slackers and those who violate working procedures and ignoring deadlines.

Dialogue B

I: What kind of person do you think you are? A: I am a curious person and I like learning new things. Besides, I think I am a good leader since I can easily motivated others to get things done.

I: How do you get along with others? A: Very well. I keep close contacts with my classmates and former colleagues.

I: Do you think you are introverted or extroverted? A: I wouldn't call myself introverted tho