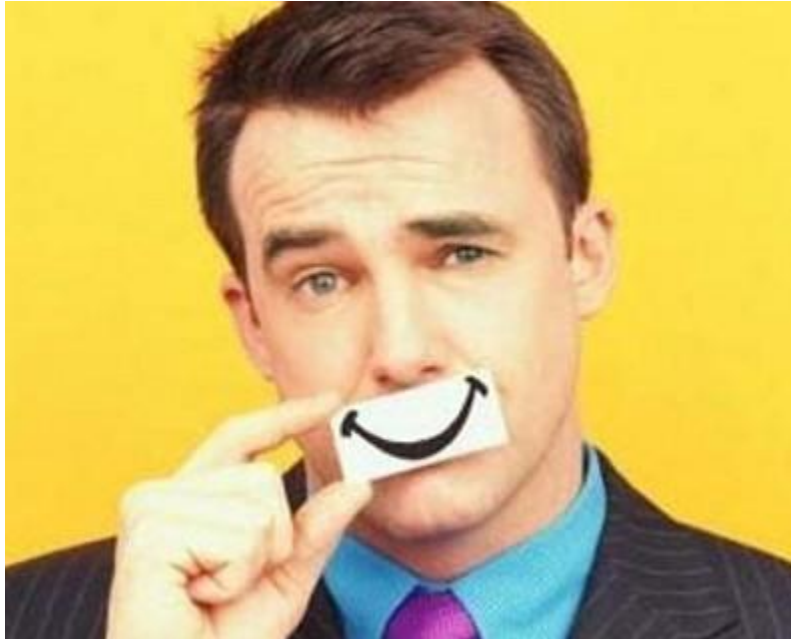


面试英语口语 900 句精选句型

一、关于辞职原因: What position have you held before?你以前担任过什么职务?How many places have you worked altogether?你一共工作了几个地方?



What was your reason for leaving?你为什么要离开呢?

Do you enjoy your present job?你喜欢目前的工作吗?

Yes, I find it interesting. 是的, 我发现它很有趣味。

What made you decide to change your job?什么原因使你决定换工作?

I know from your resume that you are working as an administration assistant in a trading company. Why do you plan to change 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?

Why have you changed your job so frequently?你为什么经常换工作?

I am working in a small company where further promotion is impossible. I am capable of more responsibilities, so I decided to change my job. I'd like to find a job which is more challenging.

我是一家小公司工作, 所以晋级不大可能。我完全能够承担更多的责任, 所以我决定换工作。我希望做一个更有挑战性的工作。

I would like to have a job that is more lively than my present one. Besides, I would like to practise 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较有活力的工作。此外，我想在工作上多用英语。但我现时的雇主主要发展中国市场，所以很少会使用英语。

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. 因为我想找到一家理想的公司，使我能安定下来，并做出长远的贡献。

My first job was a well established company where the division of labour is very clear. I do not have much chance 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 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 now 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，以扩展我的经验，不幸的是，他们在3个月内便倒闭了。我在现时的公司已工作了颇长的时间，虽然我喜欢现时的工作，但我认为我已积累了足够经验在一家更具规模及多元化的公司内工作，接受更大挑战及做出实质贡献。

Why are you leaving your present job? 你为何要离开现职?

What's the reason why you left your previous employer? 你为何要离开原来的雇主?

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。

The work is not bad. Yet the salary is too small. 那份工作倒是不错，不过薪水太少了。

To speak frankly, I did not enjoy the work very much because there was not much for me to do at my post.

坦率地说，我不是很喜欢那份工作，因为我在这个职位上没有多少事可干。

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 troubleshooting 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 practise my English in my work. As my present employer deals with China trade only, there isn't much chance to speak English.

I: Why have you changed 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 chance 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 their service in three months' time. I have worked in my present company for a considerable length of time and enjoy the job I am 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 positions 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 in-voices, 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 later 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.

二、关于工作经验

Have you got any experience in advertising? 你有广告方面的经验吗?

Do you have any sales experience? 你有销售经验吗?

Do you have any practical experience as a secretary? 你有秘书工作的实践经验吗?

Yes, I have been working in the Public Relations Section 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。

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售货员。

Yes, sir. I have been a secretary in an insurance company. 是的, 先生, 我一直在一家保险公司担任秘书工作。

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。

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。

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?

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。

What have you learned from jobs you have held? 你从以往的工作中学到什么?

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, 所以我严格遵从指示并经常向我的主管汇报。

What work were you responsible for at your previous work unit? 你在原来的单位负责什么工作?

I was responsible for advertising designs. 我负责广告设计。

How many employer have you worked for? 你已经为多少个雇主工作过?

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 主试人 A=Applicant 受试人)

I: Have you got any experience in advertising?

A: Yes, I have been working in the Public Relations Section of a company in the past two years. I plan the advertising campaign and cooperate the work of artists and typographers. 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.

I: What have you learned from jobs you have held?

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.