

Part I Questions and Answers about Common Subjects

面试常见话题的问与答

Lesson 1. 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 advertisement

I would like to talk with you regarding your qualifications for this position.

A:I am very happy that I am qualified for interview

I: 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

英语微信群是目前学习英语最有效的方法, 群里都是说英语, 没有半个中文, 而且规则非常严格, 是一个超级不错的英语学习环境, 群里有好多英语超好的超牛逼的人, 还有鬼佬和外国美眉。其实坦白说, 如果自己一个人学习英语太孤独, 太寂寞, 没有办法坚持, 好几次都会半途而废。只要你加入到那个群里以后, 自己就会每天都能在群里坚持学, 坚持不停地说和练, 由于是付费群, 群里的成员学习氛围非常强, 每天的训练度都非常猛, 本来很懒惰的你一下子就被感染了, 不由自主地被带动起来参与操练, 不好意思偷懒, 别人的刻苦学习精神会不知不觉影响你, EYC 英语微信群 (群主 vx 601332975) 可以彻底治好你的拖延症, 里面学员都非常友好, 总是给你不断的帮助和鼓励, 让你学英语的路上重新燃起了斗志, 因为每天都在运用, 你的英语口语就能得到了迅猛的提升, 现在可以随便给一个话题, 都能用英文滔滔不绝的发表 5 分钟以上对这个话题的看法和观点, 想提高英语口语的 可以加入进来, It really works very well.

< WeChat Empty you... (237) 🚫 👤

Yesterday 17:41



A Milla



10''



Forrest

Dinner time~~



Forrest

Haven't see you for a long long time~~



Caught

Damn! I missed all of them! 🎁



Forrest

Congratulations

< WeChat Empty you... (237)

Yesterday 19:18



Karla

😬 it's ok



Dania



I lose!

领取红包

微信红包



Daisy

Wow..so many mates
play dice



Karla

@Dania 😇 u already sent
one

< WeChat Empty you... (237)



Dania 🙇

It's Battle between me and Lisa!



Dania 🙇



Sirens

the final round



Lisa 🌸



Best wishes!
领取红包

微信红包



Karla 😡😡

< WeChat Empty you... (237) 🚫 👤



haha



Dania 🙇

Anyone else? 🙄 🙄



Captain Nixson

Sorry,



Hester

No one...



Silence

i am on the track of
backing home. some
surprise would be
delivered for joyful
moment.



Dania 🙇

< WeChat Empty you... (240) 🔔 👤



Luna

I love the accent of Asian guys born here... So attractive 😁🤔 looking forward for tmr's morning reading 🤔



Jack

Alex is such a nice man



Jack

If I were a girl, I would definitely marry him 😁



Alex P

Oh thank u Jack! If I were a boy I would marry u. 😁😁

< WeChat Empty you... (237) 🗨️ 👤



Dania 😇

Oh thx. So now it's my fault



Jake

突突突突突突



Jake

Back to sleep



Jake

😂 my bathroom break gave me lucky



Dania 😇

Hey 😏 😏

< WeChat Empty you... (238)

Australia

10 new messages



steven

Many peoples can't afford the money,



Luna Yue

It's just sometime when ppl die and the relatives blame the fault to the doctors even its not their fault

22:33



steven

They have idea,i pay money,you must cure patient



@Sam Sam dude, I
didn't say who she is 🥴
😁



Forest

Any red bag comfort
single ppl? 😭



VIP Sam

🤔 yep ,you didn't



VIP Sam

@CaptaiN_Nikolaus but I
know what you mean



CaptaiN_Nikolaus

How many Single dogs
in here?

< WeChat Empty you... (237) 🚫 👤



Ho



jignesh

How



jignesh

I don't get it still now
waht is that and how to
use this and share it



Dania 🙄

Share @jignesh share!!!!



👤

@Dania@Driftingduckw
eed Thanks babes. Ur
generousity knows no
bound! 😘

< WeChat Empty you... (237) 🚫 👤



@Alex P I am happy to do that for u



Alex P

@Driftingduckweed
Thanks. U have saved me from a fate worse than death! 😊



alex

I am a little hungry now,how about u?

Yesterday 16:27



Driftingduckweed

@Alex P haha, u just help me to explain the duckweed to Dania.

< WeChat Empty you... (237) 🚩 👤



Alex P

@Driftingduckweed
Good. It was worth the
risk to do it 😁



Dani 🙏

The guy is hero



Dani 🙏



Dani 🙏

This group is about
supporting each other
with love and friendship!



Lily

@Dania 🙇 I think you can catch it.



Alex P

Welcome people. 😁
It is the least I can for making such a grievous error.



Lily

@caroline you are welcome



Dania 🙇

But but, ur red bag is all gone Lily 🙇

< WeChat Empty you... (237) 📵 👤



Dania 🙄

And he really did! Lol



Wang



Dania 🙄

Thx Wang 🤔 🤘 🤙



Daisy

@Wang Thx



Wang

Thanks @Wang



Alex P

Thanks Wang 😊

< WeChat Empty you... (237) 🚫 👤



warren

the third lisa, welcome.

Yesterday 17:20



Lisa Jiang

thank you 😊



Dania 🙇

@Lisa @tom Warm
welcome guys!! 🤝 🖐️ ✌️



warren

there are three lisa in this
group.

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

I: 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. Ifs 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 governments.
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，行政管理

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.

我最喜欢企业管理, 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?

你的工商管理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管理硕士学位。

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:I 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: I 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.

我曾修读办公室管理、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 Expressions

background 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. 管理, 行政

correspondence n. 通信, 书信

secretary n. 秘书, 文秘

assist v. 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, 我希望能贵公司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 very much. 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. 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.

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. There 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 Educational Background (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 of activities.

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 scholarship in 1994~1995 academic year.

有, 我在 1994 到 1995 年度获得了校奖学金。

107. Yes. I won the 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共产党。

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, 他教学很负责,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售信员。

124. 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。

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 has 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 seem 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 studies 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。

abut 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/limitid /

9. How long have you been working there?

你在那儿工作多久了?

Words and Expressions

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 receive 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 forget 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 am 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 forget 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

I: How many language do you speak?

A: Three, Besides Chinese, my mother tongue, 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?

你为什么要干兼职工作?

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's 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 ?

你为什么要离开?

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 change 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 at 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，接受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.

那份工作还不错，不过薪水太少了。

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

坦率的说，我不是很喜欢那份工作，因为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 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 freighe 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 market 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's 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 world. It was established in London in 1940, with a total of 40 million US dollars. It employs more than 17,000 staff throughout the world.

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, 包括食宿, 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 you 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 B

I: 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

1. 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，能从小事引发出有趣的想法。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 Expressions

shorthand 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 though sometimes I'm reserved and enjoy staying all by myself, often and often I like sharing activities with others.

I: What do you think is the most important thing for you to be happy?

A: For me, this would be having good relationship with my family members. My family has always been very closeknit ,and we still spend a lot of time together.

I: Would you say you have a lot of friends, or just a few?

A: Not so many, but not really a few, either, I suppose there are about seven people that I see quite a bit of now .They are all my good friends.

I: What basic principles do you apply to your life?

A: I try to keep to a regular schedule every day. When I don't ,my body isn't in good shape, and neither is my mind, so I've been sticking to regular schedule for more than ten years.

Notes

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

患难见真情，真正亲密的朋友越多越好。

2. Slackers and those who violate working procedures and ignoring deadlines.

疏于职守、违反工作程序和不注重工作期限的人。

3. I think I am a good leader since I can easily motivated others to get things done.

我认为我是一个很好的领导者，因为我能轻易地劝别人完成工作。

4. My family has always been very closeknit, and we still spend a lot of time together.

我家的人际关系一直都很亲密，而且仍有很多时间团聚。

5. There are about seven people that I see quite a bit of now.

我现在经常见面的大约有 7 位。

6. When I don't, my body isn't in good shape, and neither is my mind.

如果我不这样做的话，我的身体就不好，精神也不好。

Words and Expressions

Personality n. 个性，人格

approach v. 对待，探讨

enthusiastically ad. 热心地，热情地

introvert v. (使)内向，使……内省

extrovert v. (使)外向

outgoing a. 外向的

reserved a. 缄默的，有节制的

get along with 为某人相处

contact n. 接触，联系，联络

lend sb. a hand 帮助某人

dedicate v. 献身，献给

integrity n. 正直

maintain v. 主张

motivate v. 诱导，激发

ignore v. 忽视，不睬

Lesson 18. About Hobbies 关于业余爱好

Key sentences

287. What do you do in your spare time?

你在业余时间如何消遣？

288. What are your hobbies?

你的个人爱好是什么？

289. I enjoy sports, music, films and books.

我喜欢体育运动、听音乐、看电影、读书。

290. I have many hobbies. I like almost all kinds of sports and I also like to listen to classical music.

我有很多爱好。我喜欢几乎各类运动，也喜欢听古典音乐。

291. What kind of sports do you like?

你喜欢哪种体育活动？

292. What is your favorite sport?

你喜欢的运动项目是什么？

293. I like playing football.

我喜欢踢足球。

294. Football is a very exciting game because it keeps you alert and I also enjoy the team spirit of football.

足球是一项极刺激的运动，它会使你保持灵敏，我也喜欢足球活动中的团队精神。

295. What do you like to read?

你喜欢读什么书？

296. What kinds of the books do you like?

你喜欢读哪类书？

297. I read everything I can get my hands on but I like love stories best.

我拿到什么书看什么书，但最喜欢看言情小说。

298. I enjoy reading biographies.

我喜欢读名人传记。

299. Who are your favorite authors?

你最喜欢哪些作家？

300. Lu Xun and Lu Yao are my favorite authors.

我最喜欢鲁迅和路遥。

301. I like reading Lu Xun.

我喜欢读鲁迅的作品。

302. Are you a smoker?

你抽烟吗？

303. No, I am not.

不，我不抽烟。

304. Do you drink?

你喝酒吗？

305. Yes, but just during social occasions.

喝，但仅仅是为了应酬。

Dialogue A

(I=Interviewer A=Applicant)

I: What do you do in your spare time?

A: I have many hobbies. I like almost all kinds of sports and I also like to listen to classical music.

I: What kinds of sports do you like?

A: I Like playing football. Football is a very exciting game because it keeps you alert and I also enjoy the team spirit of football.

I: What kinds of books do you like?

A: I enjoy reading biographies, especially those of well-known statesmen, militarists, scientists and artists. I can learn a lot from their life histories.

I: Who are your favorite authors?

A: I like the novels of Dickens very much. I've read almost all of them in Chinese translation. I wish I could read them in the original---I hear they're even better then.

I: Are you a music lover?

A: Yes, I like listening to Beethovens works.

I: What kinds of film do you enjoy?

A: I like all kinds as long as they are exciting.

Dialogue B

I: What are your hobbies?

A: I enjoy sports, music, films and books.

I: What is your favorite sport?

A: I like playing basketball. Whenever I am free in the afternoon, I will have basketball matches with my friends.

I: What do you like to read?

A: I read everything I can get my hands on but I like love stories best.

I: Who are your favorite authors?

A: Lu Xun and Lu Yao are my favorite authors. I enjoy reading the novels of them very much.

I: Do you drink?

A: Yes, a little.

I: Are you a smoker?

A: No, I am not.

Notes 注释

1. I enjoy reading biographies, especially those of well-known statesmen, militarists, scientists and artists. I can learn a lot from their life histories.

我喜欢读传记，尤其是那些著名政治家、军事家、科学家和艺术家的传记，他们的生平使我受益良多。

2. I like the novels of Dickens very much, I've read almost all of them in Chinese translation.

我很喜欢狄更斯的小说，他小说的中译本我几乎全读过。

3. I wish I could read them in the original---I hear they're even better then.

我希望能读他的原著--听说那会更好。

4. Are you a music lover?

你喜欢音乐吗？

Words and Expressions

spare a. 空闲的，空的

hobby n. 爱好，嗜好

classical music n. 爱好，嗜好

alert a. 警觉的，机敏的

biography n. 传记，个人经历

militarist n. 军事家

original a. 原文的，原本的

Lesson 19. About Your Family(I) 关于家庭 (I)

Key sentences (重点句子)

306. How many people are there in your family?

你家有几口人？

307. How many persons are there in your family?

你家有几口人？

308. How big is your family?

你家有几口人？

309. What kind of occupation do your father do?

你父亲从事何种职业？

310. How many brothers and sisters do you have?

你有几个兄弟姐妹？

311. There are seven of us: my parents, three brothers and two sisters.

有七口人，父母亲，三个兄弟和两个姐妹。

312. There are only three my parents and I.

只有三口人，爸爸妈妈和我。

313. My father runs an import and export company.

我父亲经营一家进出口公司。

314. What's your father?

你父亲干什么职业？

315. What does your mother do?

你妈妈的职业是什么？

316. My father is a civil engineer.

我父亲是个土木工程师。

317. My mother is a teacher.

我母亲是一位教师。

318. My father is a retired doctor.

我的父亲是一个退休的医生。

319. My mother doesn't have a job.

我母亲不工作。

320. She is a housewife.

她是位家庭主妇。

321. How old is your father, may I ask?

我能问一下你父亲的年龄吗？

322. He is fifty-six years old.

他 56 岁。

323. Who supports your family?

谁维持你家的生活？

324. Both my father and mother do.

父亲和母亲维持家里的生活。

Dialogue A

(I = Interviewer A = Applicant)

I: How many persons are there in your family?

A: There are only three: my parents and I.

I: Who supports your family?

A: Both my father and mother do.

I: What's your father?

A: He is a civil engineer.

I: What kind of occupation do your mother do?

A: My mother is a teacher.

I: How old is your father, may I ask?

A: He is 56 years old.

I: Are you married?

A: No, I'm not married. I'm still single.

Dialogue B

I: How big is your family?

A: There are five of us.

I: How many brothers and sisters do you have?

A: I have a brother and a sister.

I: Who is the oldest of you three?

A: I am.

I: Do you have to support your family?

A: Yes, sir. I run a shop in this city.

Notes

1. Are you married?

你结婚了吗？

2. No, I'm not married. I'm still single.

不，我没有结婚，我仍是单身。

3. Do you have to support your family?

你得供养家庭吗？

Words and Expression

occupation n. 职业，工作

civil engineer 土木工程师

retire v. 退休

housewife n. 家庭主妇

support v. 支撑, 养活

Lesson 20. About Your Family(II) 关于家庭 (II)

Key Sentences

325. Would you tell me something about your family?

请告诉我一些你家里的事情。

326. There are five in my family, my parents, a younger brother, a younger sister and myself.

共有 5 口人, 包括我的父母、一个弟弟、一个妹妹和我。

327. My father works in a bank and my mother is a teacher.

我父亲在银行工作, 我妈妈是一位教师。

328. Both my brother and sister are studying at school.

我的弟弟妹妹都还在学校上学。

329. Please say something about your family.

请说说你家里的情况。

330. With pleasure.

很高兴。

331. My family is not big.

我们家人口不多。

332. We are four altogether---my mother, my wife, my son ,and I.

我家共有四口人, 我妈妈、我妻子、儿子和我。

333. My father passed away.

我父亲已经过世了。

334. My mother is fifty-nine years old. She is retired now.

我母亲 59 岁, 退休在家。

335. My wife is an accountant.

我妻子是一名会计。

336. My son is only over two.

我儿子才两岁多。

337. He is looked after by my mother. He is the apple of our eye.

我儿子由我母亲照料, 他是全家的掌上明珠。

338. Do you spend much time staying with your family?

你花很多时间与家人在一起吗?

339. Oh, yes. People say there is a generation gap in the world today, but I don't think there is one in my family.

噢, 是的。人们常说今天这个世界有代沟, 但我认为我家没有。

340. We all get together to eat and talk.

我们总是聚在一起吃饭聊天。

341. I often watch TV together with my family in the evenings.

晚上我经常和家人一起看电视。

342. During the weekends or holidays, we sometimes go to parks, cinemas, and concerts together.

周末和假日期间, 我们一家有时一起上公园, 看电影, 听音乐会。

343. We live a happy life together.

我们一起过着幸福的生活。

Dialogue A

(I = Interviewer A = Applicant)

I: Would you tell me something about your family?

A: With pleasure. There are five in my family, my parents, a younger sister, a younger brother and myself. My father works in a bank and my mother is a teacher. Both my brother and sister are studying at school.

I: Do you have to support your family?

A: No, my father does.

Dialogue B

I: Please say something about your family.

A: My family is not big. We are four altogether, my mother, my wife, my son and I. My father passed away. My mother is fifty-nine years old. She is retired. My wife is a high school teacher. My son is only over two. He is looked after by my mother. He is the apple of our eye.

I: Do you spend much time staying with your family?

A: Oh, yes. People say there is a generation gap in the world today, but I don't think there is one in my family. We all work at taking time to talk with each other. Especially at mealtimes, we all get together to eat and talk. Meals are very lively at our house. I often watch TV together with my family in the evenings. During the weekends or holidays, we sometimes go to parks, cinemas, and concerts together.

Notes 注释

1. No, my father does.

不，是由我爸爸维持家庭生活的。

2. We all work at taking time to talk with each other.

我们都舍得花时间用来聊天。

3. Meals are very lively at our house.

吃饭在我们家里是比较热闹的。

Words and Expressions

pleasure n. 愉快，高兴

pass away v. 逝世，去世

look after v. 照料

apple n. 瞳仁

generation gap n. 代沟

gap n. 差距，距离

generation n. 一代人

especially ad. 尤其地，格外地

Lesson 21. About Common sense 关于一般常识

Key Sentences

344. How many nationalities are there in China?

中国有多少民族？

345. There are 56 nationalities in China.

中国有 56 个民族。

346. What are China's most important festivals?

中国有哪些重要节日？

347. The four important festivals are the Spring Festival, the Lantern Festival, the Dragon-boat Festival and the Mid-autumn Festival.

有四个重要节日：春节、元宵节、端午节和中秋节。

348. Besides, we have Women's Day, Labor Day, and the National Day.

此外，我们有妇女节、劳动节和国庆节。

349. Tell me about Chinese families.

请讲讲中国家庭的情况。

350. This is an interesting question.

这是个有趣的问题。

351. Chinese families are very close and depend on each other a lot.

中国家庭成员非常亲密，在很大程度上互相依靠。

352. Chinese families are more closeknit than American families.

中国家庭的联系比美国家庭紧密。

353. Young people in China often live with their parents even after their marriage, but in America, the younger generation will live away from their parents.

中国的年轻人即使婚后也经常是和父母一起住，但在美国年轻人一般不住在父母家里。

354. In China, we believe in collectiveness, but in America, people believe in individualism.

在中国，我们相信集体主义，而在美国人们相信个人主义。

355. What are some important festivals in the U. S. A., do you know?

你是否知道美国有哪些重要节日？

356. They are Christmas Day, Thanksgiving Day, New Year's Day, Easter, Independence Day, and so on.

有圣诞节，感恩节，元旦，复活节，独立日（7月4日）等等。

357. What does WTO stand for?

WTO 代表什么？

358. It stands for World Trade Organization.

他代表世界贸易组织。

359. Is China a member of WTO?

中国是 WTO 成员吗？

360. Not yet. But China is on the way to WTO.

还不是，但中国正在加入的进程中。

361. What's the currency in EEC, do you know?

欧洲经济共同体的通货是什么？

362. It's Euro.

它是欧元。

Dialogue A

(I = Interviewer A = Applicant)

I: How many nationalities are there in China?

A: Fifty-six.

I: What are China's most important festivals?

A: The four important festival are the Spring Festival, the Lantern Festival, the Dragon-boat Festival and the Mid-autumn Festival. Besides, we have International Labor Women's Day, Labour Day, and the National Day.

I: Tell me about Chinese families.

A: This is an interesting question. Chinese families are very close and depend on each other a lot. They will take care of their elders and help the younger ones. In a word respect the old and love the young.

I: What difference are there between Chinese and American families?

A: Chinese families are more closeknit than American families. Young people in China often live with their parents even after their marriage, but in America the younger generation will live away from their parents. In China, we believe in collectiveness but in America, people believe in individualism.

I: What are some important festivals in the U. S. do you know?

A: They are Christmas Day, Thanksgiving Day, New Year's Day, Easter, Independence Day, and so on.

I: How many states are there in the U. S. A?

A: There are fifty.

I: What is the legislative in the U. S. A?

A: The Congress.

I: What are the two major parties in the U. S. A?

A: The Republican Party and the Democratic Party.

Dialogue B

I: What does WTO stand for?

A: It stands for World Trade Organization.

I: Is China a member of WTO?

A: Not yet. But China is on the way to WTO.

I: What does EEC stand for?

A: It is the European Economic Community.

I: How many member countries are there in EEC?

A: Twelve of them. France, Germany, Italy, Belgium, the Netherlands, Luxemburg, Great Britain, Denmark, Spain, Greece and Portugal.

I: What's the currency in EEC, do you know?

A: It's Euro.

Notes 注释

1. In a word, respect the old and love the young.

一句话，尊老爱幼。

2. What is the legislative in the U. S. A?

美国的立法机关是什么？

3. The Congress.

是国会。

4. Twelve of them. France, Germany, Italy, Belgium, the Netherlands, Luxemburg, Great Britain, Denmark, Spain, Greece and Portugal.

有十二个。法国、德国、意大利、比利时、荷兰、卢森堡。英国、丹麦、西班牙、希腊和葡萄牙。

Words and Expressions

nationality n. 民族，部族

festival n. 节日

lantern n. 灯笼

closeknit a. 紧紧结合在一起的

collectiveness n. 集体主义

individualism n. 个人主义

Thanksgiving 感恩节

Easter n. 复活节

and so on 等等，诸如此类

legislative n. 立法机关

currency n. 通货，货币

Lesson 22. About Questions to Ask 申请人有何问题(*)

Key Sentences

363. Any questions about the job?

对这份工作还有什么问题？

364. I have learned that your company will send employees to US to attend training programmes. I'd like to know how you choose employees to attend these programmes.

我知道贵公司准备派出部分员工到美国参加培训计划，我想知道你们怎样挑选这些员工。

365. Is there anything you want to know?

有什么你想知道的吗？

366. To whom should I report?

我应该向谁负责？

367. How many staff are there in your department?

这部门共有多少人？

368. What kind of computer you are using now?

你们现在用什么类型的电脑？

369. Is the job full-time or part-time?

这工作是全职的还是业余的？

370. What are the hours?

上班时间是几点？

371. Is there overtime?

有加班吗？

372. Is there opportunity to advance?

有提升的机会吗？

373. What would my duties be?

我的工作职责是什么？

374. What are the benefits?

有什么津贴？

375. Are there many lay-offs?

有许多人暂时停聘吗？（有许多人临时下岗吗？）

376. What's the salary?

薪水多少？

377. When will I know if I have the job?

我何时能知道我获得工作？

378. Can you tell me a little about employee benefits such as the health insurance program?

能告诉我关于健康保险之类的员工福利吗？

379. You may ask questions about us, if you have any.

如果有什么问题，你可以提问。

380. Do you have any questions you would like to ask me?

你有什么问题要问我吗？

381. I would like to know if there would be any opportunity to work abroad in the future.

我想知道将来是否有出国工作的机会。

382. I have one question to ask: would I have to work overtime very often?

有一个问题，我要经常加班吗？

383. What are the normal working hours?

正常上班时间是几点？

384. May I ask how much the bonuses are?

能否问一下奖金有多少？

385. Yes, Do you have a training program for new employees?

有，贵公司对新员工有培训计划吗？

386. Are most of your foreign customers Americans or do they come from many different countries?

贵公司的大部分外国客户是美国人呢？还是来自许多不同的国家？

387. May I ask about the remuneration?

我可以问问我的酬劳是多少吗？

388. Do you have any recreational activities for employees?

贵公司有员工娱乐活动吗？

Words and Expressions

Programme n. 计划，项目

benefit n. 福利

abroad ad. 在国外，在海外

bonus n. 奖金，红利

customer n. 顾客，客户

remuneration n. 酬劳，酬金

origin n. 血统，出身

Lesson 23. About Your Remuneration (I) 关于薪酬 (I)

Key Sentences (重点句子)

389. What is your salary now?

你现在薪水多少?

390. I am paid RMB 18,00 plus some allowance and bonus that comes to about RMB 22,00 Per month.

我的月薪是 18,00 人民币, 之外加津贴和奖金, 一共大概 22,00 元。

391. How about your present pay?

你现在的薪水是多少?

392. What Is your yearly salary now?

你现在的年薪多少?

393. What were they paying you, If you don't mind my asking?

他们付你多少薪水, 如你不介意我问这个问题?

394. I worked by the hour. One hundred Yuan per hour.

我按时计酬, 每小时 100 元。

395. What is your monthly salary now?

你现在月薪多少?

396. My present pay is RMB 3,000 Yuan each month.

我现在月薪人民币 3,000 元。

397. I'm paid RMB 20,000 Yuan each year

我年薪 20,000 元。

398. At present I get 2,000 Yuan per month.

目前, 我每月工资 2,000 元。

399. What's your expected salary?

你期望多少薪水?

400. What starting salary would you expect?

希望在这里起薪多少?

401. I can offer you 5,000 Yuan Per month.

我们能给你一个月 5,000 元。

402. Raises are given after three months' probation period according to your performance.

三个月的试用期后将根据工作表现加薪。

403. Is this satisfactory?

你满意这一安排吗?

404. Our salary scale is different.

我们的薪水制度不一样。

405. We pay on weekly basis.

我们按周付薪水。

406. Yes, it is quite satisfactory. I accept it.

是的, 我很满意, 我可以接受这一安排。

407. That's fine. I will follow whatever rules have here.

很好, 我将照您这里的规矩。

408. What starting salary would you expect here?

你期望在这里起薪多少?

409. I'd require a commencing salary of 2,500 Yuan a month.

我要求起薪每月 2,500 元。

Dialogue A

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

I: What is your salary now?

A: My present pay is RMB 3, 000 Yuan each month.

I: What's your expected salary?

A: What is important to me is the job and people I will be working with, so regarding salary, I leave it to you and I am sure that you will make me a fair offer.

I: I can offer you 5,000 Yuan Per month. Raises are given after three months' probation, period according to your performance. Is this satisfactory?

A: Yes, it is quite satisfactory, I accept it.

Dialogue B

I: How about your present pay?

A: I am paid RMB 20, 000 Yuan each year.

I: Our salary scale is different, we pay on weekly basis, and annual bonus equivalent to three months' salary.

A: That's fine. I will follow whatever rules you have here.

I: We will accept you for a three months' period of probation.

A: Thank you, I will try to do my best.

Dialogue C

I: What is your monthly salary now?

A: At present, I get 2, 000 Yuan Per month.

I: What starting salary would you expect here?

A: I'd require a commencing salary of 2, 500 Yuan a month.

I: We are happy about your past experience, however, we must tell you that we can't pay you that much.

A: No, I don't mind being paid less than that. I prefer to learn more in a new position.

Notes 注释

1. What is important to me is the job and the people I will be working with, so regarding salary, I leave it to you and I am sure that you will make me a fair offer.

对我来说,工作及同事较为重要,至于薪水,留给您来决定,我相信您会给我一份合理的薪水。

2. ... and an annual bonus equivalent to three months' salary.

以及相当于3个月薪水那么多的年度奖金。

3. We will accept you for a three months' period of probation.

我们将先接受你三个月的试用期。

4. No, I don't mind being paid less than that. I prefer to learn more in a new position.

不,我不介意,我宁愿接受少一点的薪水而在新岗位上多学一些东西。

Words and Expressions

allowance n. 津贴, 补助

bonus n. 奖金, 红利

per 每一

present n. 现在

probation n. 见习, 试用

performance n. 表现, 表演

commence v. 开始

prefer p. 宁愿, 更喜欢

Lesson 24. About Your Remuneration (II) 关于薪酬 (II)

Key sentences (重点句子)

410. What kind of salary did you get at the previous job?

你以前的工作薪水是多少?

411. Well, I get one thousand eight hundred per month

噢，我每月薪水为 1,800 元。

412. I see.

我明白了。

413. What's your expected salary?

你期望多少薪酬？

414. Since this will be my job and I don't have much experience, I feel hesitate to suggest salary.

由于这是我的第一份工作，又缺乏工作经验，所以不敢贸然提出待遇要求。

415. I believe we can offer you two thousand Yuan at the start.

我相信我们能给你月薪 2,000 元作为起薪。

416. That would be more than I have expected.

那已经比我期望的还要多了。

417 We have all the fringe benefits, too.

我们还提供附加的员工福利。

418. Health insurance, bonus, paid vacation

健康保险、奖金、带薪假日。

419. I'd rather leave that to you, Mrs. Chen.

薪水问题我愿让您来决定，陈女士。

420. Would you consider a salary at RMB 3,000 Yuan?

你可以考虑起薪每月 3,000 元人民币吗？

421. I think it is reasonable.

我觉得这很合理。

422. I can accept it.

我愿意接受这一薪酬。

423. By the way, What is your present monthly salary?

顺便问一句，你现在月薪多少？

424. One thousand five hundred Yuan.

是 1,500 元。

425. ' We pay two thousand Yuan monthly?

我们给你每月 2,000 元。

426. It's our policy to hire on a trial basis?

我们雇佣员工有试用期的规定。

427. If you work all right after three months you will be Put on the permanent payroll and be given a raise.

三个月试用后，如一切顺利，将转为正式员工并且加薪。

428. We give bonuses semi-annually.

我们半年发一次奖金。

Dialogue A

(I= Interviewer 主试人 A= Applicant 受试人)

I: What kind of salary did you get at the previous job?

A: Well, I get one thousand eight hundred per month.

I: I see. I believe we can offer you two thousand at the start. Would that be satisfactory?

A: Yes, I think so. That would be more than I have expected.

I: Fine. We have all the fringe benefits, too. Health insurance, Bonus, Paid vacation. What date can you start to work?

A: How about early next month?

I: Good. Please come in on August 1st. Working hours are from nine to five-thirty. Lunch is forty-five minutes.

A: Yes, sir.

Dialogue B

I: What's your expected salary?

A: Since this will be my first job and I don't have much experience, I feel hesitate to suggest salary.

I: What figure do you have in mind?

A: I'd rather leave that to you, Mrs. Chen.

I: Would you consider a starting salary at RMB 3,000 Yuan?

A: For a post with good promotion prospect, I think it is reasonable. I can accept it.

I: Fine. When would you start working?

Dialogue C

I: By the way, what is your present monthly salary?

A: One thousand five hundred Yuan,

I: We pay two thousand Yuan monthly to start. It's our Policy to hire on a trial basis. If you work out all right after three months you will be put on the permanent payroll and be given a raise. We give bonuses semi-annually.

A: How about vacations?

Notes 注释

1. How about early next month?

下月初怎么样?

2. Lunch is forty-five minutes.

午餐时间是 45 分钟。

Words and Expressions

previous 从前的, 早先的

satisfactory a. 令人满意的, 良好的

fringe a. 附加的, 边缘的

vacation n. 假日

Renminbi n. 人民币 (略作 RMB)

hesitate v. 犹豫, 迟疑, 不敢

on a... basis 在...的基础上

semi-annually ad. 每半年一次的

Lesson 25. About Vacations and Benefits 关于节假日和福利

Key Sentences (重点句子)

429. You can have Saturdays and Sundays off.

你可以周六和周日不工作。

430. besides you may have a paid month holiday every year.

此外, 你每年可休一个月的带薪假。

431. We would like to start you off at 1,500 Yuan a month, not including bonus and overtime pay.

我们可以付你起薪每月 1,500 元, 不包括奖金和加班费。

432. We don't give bonus every month, but we offer a semi-annual bonuses.

并非每月都有奖金, 我们每半年发奖金。

433. And you will receive two weeks' paid vacation a year as well.

此外你还可以有每年两周的带薪假期。

434. Does it suit you?

你觉得合适吗?

435. How about vacations?

休假情况如何?

436. Our girls have a three-week vacation a year.

我们的女职工每年有三个星期的休假。

437. May I ask for an apartment?

我可以要一套公寓房吗?

438. That's out of question.

这没问题。

439. We'll supply you with an apartment of two bedrooms and a living room.

我们会给你一套两室一厅公寓房。

440. Are you familiar with our pay scale?

你熟悉我们的工资级别吗?

441. No, would you please tell me about it?

不清楚, 您能告诉我吗?

442. We offer 1% commission on all your sales.

对你的销售额我们将给予 1% 的佣金。

443. You'll also enjoy life Insurance and health Insurance, a two-week paid vacation a year, a five-day work week.

你将享受人寿保险和健康保险, 一年一次为期两周的带薪假, 每周工作五天。

444. But we do expect you to work overtime when it's necessary.

但必要时我们需要你能加班。

445. Is that acceptable to you?

你能接受吗?

446. Yes, that's fine.

能, 很好。

447. You'll get bonus at the end of each year.

年底你会得到年终奖金。

448. If you are satisfied with the conditions here, please sign on this contract and give it to me.

如果你对这里的条件满意, 请在合同上签名, 然后给我。

Dialogue A

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

I: Do you have any particular conditions that you would like our company to take into consideration?

A: No, nothing in particular.

I: All right. If we decide to hire you, we would pay you two thousand and five hundred Yuan a month at the start. You can have Saturdays and Sundays off. Besides you may have a paid month holiday every year. How do you think about it?

A: As regards salary, I leave it to you to decide after experience of capacity.

I: Well, we'll give you our decision in a couple of days. It's a pleasure to talk to you, Mr. Liu.

A: Thank you, Mr. Brown. I really appreciate your assistance.

Dialogue B

A: How much will my pay be, if you don't mind my asking?

I: We would like to start you off at 1,500 Yuan a month, not including bonus and overtime pay. We don't give bonus every month, but we offer a semi-annual bonuses. And you will receive two weeks' paid vacation a year, as well. Does it suit you?

A: Yes, thank you. May I ask for an apartment?

I: That's out of question. We'll supply you with an apartment of two bedroom and a living room. When can you start to work here?

Dialogue C

I: Is there anything you want to ask me?

A: Um... Yes, can you tell me something about holidays and things like that?

I: There are four weeks of holidays a year, excluding the public holidays, and the starting salary for our departmental managers depends on age, experience, qualifications and so on.

It's something about RMB 1,000 Yuan a month.

A: I see.

Notes 注释

1. As regards salary, I leave it to you to decide after experience of capacity.

至于薪酬，留给您对我的能力有所了解之后再决定吧。

2. I really appreciate your assistance.

衷心感谢您的帮助。

3. That's out of question.

这不成问题。

out of question 没有问题，毫无疑问

4... excluding the public holidays...

不包括公共假日。(如：元旦、劳动节、国庆节、春节等)

5. ... and the starting salary for our departmental managers depends on age, experience, qualifications and so on.

部门经理的起薪依年龄、经历、资历等等而有所不同。

Words and Expressions

regard as regards 至于，说到

capacity n. 能力，容量

appreciate v. 感激，欣赏

apartment n. 公寓，套房

excluding 不包括

Renminbi 人民币，略写为 RMB

Benefits 劳保福利

1. Paid vacation 不扣工资的假期，如事假、病假、休假等

2. Paid holidays 不扣工资的假日，如圣诞节元旦、国庆节、春节、复活节等

3. Sick days 病假

4. health insurance 健康保险，公司帮助员工及家人的保险金

5. maternity or paternity leave 照看婴儿假，几个月，无工资

6. unemployment compensation 失业赔偿金，一波百分比的薪水，直到找到新工作

7. worker's Compensation. 工伤赔偿金

8? retirement Pension 退休养老金。在西方国家，人们通常

65 岁退休，雇员每工作一个月公司就为他存起一定数额的钱以后退休后使用。在有些公司，雇员与雇主人同为养老金存款。

Lesson 26. About Availability 关于到任时间

Key Sentences (重点句子)

449. When could you start working?

你何时能开始工作?

450. I can start tomorrow If you like.

如果需要，我可以明天上班。

451. When can you start the job?

你何时能开始上班?

452. I'll go and quit my job In the ABC Company.

我要先到 ABC 公司辞职。

453. How about next Wednesday?

星期三怎么样?

454. No problem.

没问题。

455. Then we'll see at 9 o'clock next Wednesday.

那下周三上午 9 点见。

456. Can you come tomorrow morning?

你明早能上班吗?

457. I'm afraid not.

恐怕不行。

458. But can you make it Thursday afternoon?

星期四下午怎么样?

459. Yes, see you then.

好的,到时再见。

460. That's all right.

好吧。

461. When you com, ask for Smith, O. K. ?

你来的时候就找史密斯,行吗?

462. can you start on Monday?

你能在星期一来上班吗?

463. I can't start on Monday. There's a few Personal things I

have to take care of.

星期一我不能上班,我有一些个人事务需要处理。

464. Would Thursday be all right?

星期四可以吗?

465. Now tell me when you can start to work here.

请你告诉我你何时能开始上班?

466. I'll come here as soon as I receive my diploma and bachelor's degree certificate next month.

我下个月一拿到毕业证书和学士学位证书就会来这儿上班。

467. Perhaps somewhere around July 20.

可能在 7 月 20 号左右。

468. I can start to work In a month.

一个月后我可以开始工作。

469. I must go back to Nanjing to hand over my work and to go through necessary procedures.

我要回南京一趟,移交我的工作,办理必要的手续。

Dialogue A

(I= Interviewer 主试人 A= Applicant 受试人)

I: When can you start to work here?

A: I can start to work in a month. I must go back to Nanjing to hand over my work and to go through necessary procedures.

I: We'll look forward to your coming back. I wish you a nice trip, Mr. Wang.

A: Thank you. See you next month.

Dialogue B

I: When can you start the job?

A: I'll go and quit my job in the ABC Company.

I: Can you start on Monday?

A: I'm afraid not, but can you make it Thursday afternoon?

I: That's all right. When you come, ask for Smith, O. K. ?

A: Yes. See you then.

Dialogue C

I: What date can you start to work?

A: I won't be able to leave the institute until I get my diploma and bachelor's degree certificate at the end of this month. How about early next month?

I: That'll do. Please come in on August 1st. Working hours are from eight to twelve in the morning and from two to six in the afternoon. We usually work for five days a week, but occasionally we have to work overtime.

A: Yes, sir.

I: I'll see you on August 1st then. Thank you very much for coming today. It'll be a pleasure to have you here.

A: Thank you, Mr. Paul. I'm sure I'll enjoy working here, too.

I: I hope so. Good-bye.

A: Good-bye.

Notes 注释

1. I wish you a nice trip, Mr. Wang.

祝你一路顺风，王先生。

2. I won't be able to leave the Institute until I get my diploma at the end of this month.

我要到本月底拿到毕业证和学士学位证书才能离开学校。

3. That'll do.

那行。

4. But occasionally we have to work overtime?

但偶尔我们也需要加班。

5. It'll be a pleasure to have you here.

能聘用你真是我们的荣幸。

6. I hope so.

希望如此。

Words and Expressions

quit v. 离开，辞职

make it 定时间，规定时间

bachelor n. 学士

bachelor's degree 学士学位

certificate n. 证书，证明

hand over 移交

procedure n. 程序，手续

Lesson 27. About Ways to Contact You (I) 关于联系方式 (I)

Key Sentences (重点句子)

470. We'll send you a letter then, if you're hired.

我们如果决定雇佣你，就会给你写信。

471. Your phone number?

你的电话号码是多少？

472. What number could we reach you?

你的联络电话是？

473. My home number is 3755818.

我家电话是 3755818。

474. In case I'm not there, please leave a message and I will call back for your instruction.

假如我不在，请留言，我将打回电话询问您的指示。

475. We will let you know probably next Tuesday. I hope to give you the positive reply.

我们大概会在下星期二让您知道，我希望让您有个肯定的答复。

476. Thank you, I will be glad to hear that •

谢谢，如能听到这消息我将很荣幸。

477. If your application is successful, We Will notify you by mail.

如果你申请成功，我们会去信通知你。

478. When can I know whether I am accepted or not?

我什么时候才能知道是否被录用呢？

479. I think we'll send you a letter by early next week, if you are wanted.

我想，如果你被聘用，我们将在下周初给你去信。

480. We may give you a call.

我们可以打电话给你。

481. By the way, have you got a telephone?

顺便问一下，你有电话吗？

482. Yes. My office phone number is 3738323.

我办公室电话是 3738323。

483. What's the best time to call you, then?

那什么时候给你打电话最合适呢？

484 Between four and five in the afternoon, I'm afraid.

恐怕在下午 4 点至 5 点之间。

485 When can you give me your final decision?

您什么时候可以给我答复？

486. Well notify you next Thursday at the latest. Shall I telephone you?

我们最迟下周四就通知你。我打电话给你行吗？

487. You won't be able reach me directly by phone.

您打电话找不到我

488. But you can page me over BP. My BP number is 127-2650866.

不过您可以呼我的 BP 机，我的 BP 机号码是 127—265086

489' De you have my number?

你知道我的电话号码吗？

490. Yes, I see it here on the resume.

是的，我看到你的简历上有。

Dialogue A

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

A: When can I know whether I am accepted or not?

I: I think well send you a letter by early next week, if you are wanted. Or we may give you a call. By the way, have you got a telephone?

A: Yes, My office phone number is 3738323'

I: What's the best time to call you, then?

A: Between four and five in the afternoon, I' m afraid.

I: Thank you for coming, Miss Yuan.

A: The pleasure is mine. It's been nice talking with you, madam. Good-bye.

Dialogue B

A: When can you give me the final decision?

I: We'll notify you next Thursday at the latest. Shall I telephone you?

A: You Won't be able to reach me directly by phone, but you can page me over BP. My BP number is 127 - 2650866.

I: All right. Thank you for coming today.

A: Thank you for your interview with me, madam.

Dialogue C

I: How can we contact you about our decision?

A: By telephone, please! Do you have my number?

I: Yes, I see it here on the resume. May I call you at your office about our final decision?

A: Yes, please.

I: Thank you, Miss Zhao, for your interest in this job. Good luck to you.

Notes 注释

1. The pleasure is mine.

我也感到很荣幸。

2. How can we contact you about our decision?

我们决定下来后怎么跟你联系?

3. Good luck to you.

祝你好运。

Words and Expressions

in case 万一, 假如

Positive V. 肯定的, 正面的

notify v. 通知, 告知

by mail 邮寄

want v. 聘用

by the way 顺便问一下

page V. 找寻, 呼唤, 打传呼

Lesson 28. About Ways to Contact You (II) 关于联系方式 (II)

Key Sentences (重点句子)

491. When will you let me know the result?

你何时把结果通知我?

492. You will be hearing from us by next Saturday.

下周六前我们将通知你。

493. By the way, shall we notify you by mail or by phone?

顺便问一下, 我是寄信还是打电话通知你呢

494. You'd better do it by mail.

您最好写信给我。

495. It would be difficult for you to reach me by phone since I live in a student dormitory.

由于我住在学生宿舍, 你打电话很难找到我。

496. I will look forward to hearing from you.

我将等候您的通知。

497. My Postal address remains the same.

我的邮寄地址照旧。

498. You can reach me at any time at your convenience by dialing 3845520.

你可以在方便的时候随时拨打 3845520。

499. You can reach me in my office at this number 4426378 during the day.

你可以在白天打电话到我办公室找我, 号码是 4426378。

500. You can call me at my home at 5395178 in the evening.

你可以晚上打电话到我家, 号码是 5395178。

501' I'll contact you by next Saturday.

我将于下周六前与你联系。

502. If we decide to hire you, we will notify you by mail.

如果我们决定聘用你，就写信通知你。

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

谢谢你的关照，那么我就等候你的通知吧！

504' Thank you. I will be expecting your call.

谢谢你，我就等候你的电话。

505. I will write to you with in a day or two.

一两天内我将给你一个书面答复

506. You will hear from us soon.

你很快就能收到我们的答复。

507' De you have my number?

你有我的电话号码吗？

508' De you have my postal address?

你有我的邮寄地址吗

509. My address and telephone number are written on my resume.

我的个人简历写有我的通讯地址和电话号码

Dialogue A

(I = Interviewer 主试人 A = Applicant 受试)

I: Any questions you would like to ask me?

A: When will you let me know the result?

I: You will be hearing from us by next Saturday. By the way, Shall we notify you by mail or by phone?

A: You'd better do it by mail. It would be difficult for you to reach me by phone since I live in a student dormitory.

I: All right. That's all for you. I' ve got some more candidates to interview. Thank you for coming.

A: Thank you very much, Mr. Wilson. I'll look forward to hearing from you. Good-bye.

I: Good bye.

Dialogue B

I: Shall we notify you by mail or by phone?

A: By mail, please. My postal address remains the same.

I: May I call you at your home about your final decision?

A: You can call me at my home at 5395178 in the evening.

I: I'll contact you by next Saturday. Thank you for your interest in our company.

Notes 注释

I' You'd better do it by mail. 您最好写信给我。

had better do something 表示建议，劝说；最令…

You had better take a raincoat.

你最好带上雨衣。

2. I will contact you by next Saturday.

我下周六前与你联系。

3. Thank you for your interest in our company.

感谢你对我们的公司感兴趣。

4. by the way 顺便问一下

如： By the way, do you smoke?

顺便问一下，你抽烟吗

Words and Expressions

result n. 结果

dormitory n. 宿舍

postal a. 邮政的

address n. 地址

convenience n. 便利, 方便

dial v. 拨号, 拨打电话

contact v. 接触, 联络

look forward to 希望, 期望

Lesson 29. About the Final Decision 关于应聘结果

Key sentence (重点句子)

510. We believe you would be able to do the job very well. But as you know, we have dozens of applicants to be answered. We can't reach a final decision until we have talked to all applicants being asked to come here.

我相信你会做好这项工作的, 但你也知道, 我们还要考虑几十个申请人, 我们只有在和所有被约来面试的人谈过之后才能最后做出决定。

511. When can I know whether I'm accepted or not?

我何时才能知道是否被录用了呢?

512. I think we'll send you a letter by early next month if you are wanted.

如果你被录用, 我们会在下月初给你去信的。

513' If you were hired you would be expected to report for training on the 8th of August.

如果你被录用, 我们希望你 8 月 8 号来报到参加培训。

514. Yes, that's O. K.

行、很好。

515. Considering your qualifications, we believe you would be a good stewardess. But as you know, we are considering several other applicants and we will make our final decision by the end of this month.

考虑到你的资格, 我相信你会成为一名不错的空中小姐。但你知道我们正在考虑几个申请人, 我们将在本月底做出决定

516. We' ll send you a letter then.

我们到时将去信给你。

517. Can you start work next Monday?

你下周一能上班吗?

518. That's settled then. I'm glad to be able to offer the job.

就这样定了, 我很高兴能给你提供这个工作。

519. Since there are other applicants on the line, we can' t let you know our decision yet until all of them have got their chance for interview.

因为还有其他应征者, 所以, 直到所有有机会面试的人面试完毕后, 才能将我们的决定通知你

520. Fair enough, I am willing to wait until you have come to a decision.

那很公平, 我愿意等候您的决定。

521. Report here at nine-thirty tomorrow, and I'll take you down to your department and introduce you to the man you'll be taking orders from for the next few days.

明天 9:30 到这儿报到, 我带你到你工作的部门, 把你介绍给以后几天指导你的人。

522. I hope you'll enjoy working with us.

我希望你与我们共事会感到愉快。

523. I'm sure I shall. Thank you very much, Mr. manager.

我相信一定会的, 多谢, 经理先生。

524. You are hired. When will you start to work?

好, 你被雇用了, 你什么时候开始上班?

525. You are hired. Please report to the Personnel office on

你已经被录用了, 请你在四月一日上午八点钟到人事部报到。

526. People call us up not just to order meals. They often ask questions about travel, entertainment, etc. so I have to say I can't offer you the job.

人们打电话来不光是订饭菜, 他们经常询问关于旅行、娱乐等方面的情况。因此, 我不得不说我无法把这项工作给你。

527. Thank you for hiring me. I'm very proud to be employed by your firm.

谢谢你录用我, 我能被贵公司录用实在荣幸之至。

528. I want to express my appreciation for giving me this chance. I can assure you that you'll will not be disappointed.

谢谢您能给我这个机会, 我保证不会让您失望。

529. Thank you! I'll come at nine o'clock tomorrow.

谢谢您! 我明天早上九点到。

530. That's all right. I can try other places.

不要紧, 我再到别的地方去找。

Dialogue A

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

I: How long have you been here?

A: About three months.

I: Have you worked as a telephonist (话务员)?

A: No, but I think I can learn quickly.

I: Well, your English is very good. I have noticed that. But the problem is my telephonist must have local knowledge as well.

A: Is it?

I: People call us up not just to order meals. They often ask questions about travel, entertainment, etc. so I have to say I can't offer you the job.

A: That's all right. I can try other places. Good-bye.

I: Bye.

Dialogue C

I: Since there are other applicants on the line, we can't let you know our decision yet until all of them have got their chance for interview.

A: Fair enough, I am willing to wait until you have come to a decision.

I: We will let you know probably next Tuesday. I hope to give you the positive reply.

A: Thank you, I will be glad to hear that.

I: By the way, are you married?

A: Yes, I am married with two children.

Dialogue B

A: Good, this job should suit me well.

I: Can you start working next Monday?

A: Sure.

I: That's settled then. I'm glad to be able to offer you the job.

A: Thank you, Brian.

I: See you next Monday.

Notes 注释

1. How long have you been here?

你来此地多久了?

2. I have noticed that.

我已经注意到了。

3. But the problem is my telephone must have local knowledge as well.

但问题是话务员还必须有关于当地情况的知识。

4. I hope to give you the positive reply.

我希望能给你一个肯定的答案。

5. Good, this job should suit me well.

好, 这项工作非常适合我。

Words and Expressions

dozen n 一打, 12 个

dozens of 几十个, 许多

stewardess n. 女乘务员, 空中小姐

settle v. 解决, 决定

entertainment n. 娱乐, 招待

telephonist n. 话务员

appreciation 感谢, 感激

personnel n. 全体人员, 人事

personnel office 人事部门, 人事办公室

lesson 30 the end of the interview

Lesson 30. The End of the Interview 结束面谈

key sentences (重点句子)

531. Thank you for coming, we will let you know the result as soon as possible.

谢谢你的到来, 我们将尽早把结果通知你。

532. Thank you, I'll look forward to hearing from you.

谢谢, 我会恭候您的通知。

533. All right. Thank you for your coming, Mr. Chen.

好, 谢谢你能来参加面试, 陈先生。

534. Thank you for your interview with me, madam.

非常感谢您对我的面试, 女士。

535. I hope to see you again.

希望能再次见到你。

536. We'll expect you here next month, see you then.

我们期望下个月你的到来, 再见。

537. As you later.

再见。

538. Thank you for your interest in this office, Ms Deng.

谢谢你对本办事处感兴趣, 董女士。

539. I'll await your notification. Thank you for your interview with me, sir.

我将等候你们的通知，谢谢您对我的面试，先生。

540. A thousand thanks for your having talked with me. Good-bye.

非常感谢您的面试，再见。

541. It's our pleasure to have you here, Mr. Li.

能雇用你是我们的荣幸，李先生。

542. I hope to see you again.

again.

希望再次见到您。

543. I hope so.

希望如此

544. We should know by next Tuesday whom to hire. If your application is successful, we will notify you by mail.

下周二前我们会决定聘用谁了，若你的申请成功，我们会发信通知你。

545. Thank you very much, I will be waiting for your letter.

谢谢，我等候您的回复。

546. That's all right. I can try other places, Good-bye.

不要紧，我可以到其他地方试试，再见。

547. Good-bye, and thank you, sir,

再见，谢谢您，先生

548. I really appreciate your help. See you then.

非常感谢你的帮助，再见

549. Then well see at 9 o'clock next Wednesday.

下周三 9 点见

550. You'll hear from us soon. Thank you for your coming.

你很快就会得到答复，谢谢你的光临。

551. Thank you, sir. I hope to hear from you as soon as possible.

谢谢您，先生。我希望尽快收到您的答复。

552. Well, we'll give you our decision in a couple of days. It's a pleasure to talk to you, Mr. Liu.

好，几天内我们将把我们的决定通知你。很荣幸能与你交谈，刘先生。

553. Thank you, Mr. Brown. I really appreciate your assistance.

谢谢，布朗先生。非常感谢您的帮助。

554. Thank you very much for your advice. Bye.

非常感谢你的建议，再见。

555. Keep in touch.

再联系。

556. That's all right. When you come, ask for Smith, OK?

好吧，你来时找史密斯，好不好

557. Yes. See you then.

行，再见。

558. That's all for the interview. Please wait for our notification.

面试完了，请等候我们的通知。

559. You'll be hearing from us soon. Send the next candidate in on your way out, please.

你很快会接到我们的消息。出去的时候，请你叫下一位应试人进来。

560. Thank you, Mr. Wu, for your interest in this job. Good luck to you.

谢谢你对这份工作感兴趣，吴先生，祝你好运。

Dialogue A

(I = Interviewer 主试人 A = Applicant 应试人)

I: All right. Thank you for your coming, Mr. Chen, I hope to see you again.

A: Thank you for your interview with me, madam. Good -
bye.

I: Bye.

Dialogue B

I: We should know by next Tuesday whom to hire. If your application is successful, we'll notify you by mail.

A: How long should I wait?

I: We'll give you our decision in a couple of days. Thank you for your interest in this office.

A: Thank you, sir. I hope to hear from you as soon as possible.

I: Please send the next candidate in on your way out.

A: OK Good - bye.

Dialogue C

I: I'm sorry to say I can't offer you the job.

A: That's all right. Thank you very much for your advice. I can
try other places. good-bye.

I: See you later.

Notes 注释

1. as soon as...-.....就....., 引导时间状语从句

Please write to us as soon as you get there.

你一到那里就请给我们来信。

2. keep in touch 保持联系,

如: We keep in touch by mail. 我们保持通信联系。

3. That's all...结束了,

如: That's all for our class.

今天的课就上到这儿。

That's all for Lesson 2.

第二课就上到这里

notification. 通知, 通知

assistance n. 帮助, 辅助

candidate n. 申请人, 候选人

Lesson 31. Interview for Job Advancement 要求升迁面试

Key Sentences (重点句子)

561. What can I do for you?

我能帮你什么?

562. I've worked here as a typist for about a year, and I'd like to
have a chance of advancement.

我在此已做打字员一年了, 我期望一个升迁的机会

563. I would like to have a Chance to get ahead.

我希望有一个提升的机会

564. I'd like to have a chance of a pay raise'

我希望加薪水。

565. What job are you applying for?

你要求做什么工作?

566. I'd like a secretarial job in the clerical department.

我希望到办公部门做秘书事务工作。

567. I'd like an office job in the personnel department.

我希望到人事部门做办公室工作。

568. Do you understand the duties?

你知道那项工作包括什么？

569. I'm not quite sure, but I think it should be typing, filing and answering phones.

我不十分清楚，但我想应包括打字、管理文件和接电话工作。

570. I'm not sure, but I think it should be collecting orders, and sending products.

我不十分清楚，但我想应该包括收集订单和发货物。

571. OK. You have the seniority and I know you can do job.

好，你具备应有资历，你会把工作做好的。

572' Do you understand probation?

你了解公司的试用期情况吗？

573. Yes, I think so.

是的，我知道

574. I have 30 days to learn the job, right?

我需要 30 天来学会新工作，对吗？

575. I have half a year to learn the job, right?

我用半年的时间学新工作，对吗？

576. That's right.

没错。

577. You can start on the 1st of July, OK?

你可以从 7 月 1 日开始，行不行？

578. No problem.

没问题。

579' I'll try my best to learn the new job.

我将尽力做好新工作。

580. I'll try my best to better the company' s position.

我将尽力改善我公司的状况。

Dialogue A

(G = Georgia; H = Harold, personnel manager 人事部经理)

H: Come in. Please sit down.

. 150.

G: Thanks, Mr. Harold. I'm Georgia.

H: OK, what can I do for you, Georgia?

G: Well, I've worked here as a typist for about a year, and I'd like to have a chance of advancement.

H: What job are you applying for?

G: I'd like a secretarial job in the clerical department.

H: Is your English good enough?

G: I hope so. I'm studying English at a language school.

H: What about your typing speed?

G: I can type 50 words per minute.

H: OK. Georgia, you have the seniority and I know you can do the job, Do you understand probation?

G: Yes, I think so. I have 30 days to learn the job, right?

H: That's right. You can start on the 1st of July, OK?

G: No problem. I'll try my best to learn the new job.

H: Well, good luck.

Notes 注释

1. What about your typing speed?

你的打字速度如何？

What about...? 询问关于……的情况，如：

What about the price?

价格怎么样？

2. Good luck.

祝你好运。

Words and Expressions

advancement n. 提升，提高

secretarial a. 秘书的

clerical a. 办事员的，办公的

seniority n. 老资格，资历

Lesson 32. Phoning to Ask about a Job Ad 电话求职

Key Sentences (重点句子)

581. Lianfu Company. May I help you?

这里是联富公司，请问找谁？

582. Hello, this is David Jones.

喂，这里是戴维·琼斯百货公司

583. Crest Trade House. Can I help you?

这里是克莱斯特贸易所。愿为您服务

584. This is the Southern Suburb Hotel. May I help you?

南郊饭店，愿为您服务。

585. Hello, operator? Get me 5732, please.

喂，总机吗？请接 5732。

586. Please get me through to Personnel Department.

请你给我接通人事部。

587. Personnel Department Mr. Zhang speaking. What can I do for you?

这里是人事部，我是张先生，您有什么事？

588. Wrong number.

打错了。

589. Line engaged.

占线了

590. Hold the line, please.

请等一等。

591. You are in connection. Please go ahead.

接通了，请讲话。

592. You interested in the Job you advertised in yesterday news—paper.

我想问一下你们在昨天的报纸招聘广告中的职位。

593. Is it still vacant?

这个空缺还有吗？

594. Do you still have that vacancy?

你们还有空缺职位吗？

595. I'm asking about your advertisement for a cashier in today's newspaper?

我想询问你们在今天的报纸上招聘出纳员的广告。

596. Hello, I'm calling in answer to your advertisement in yesterday's "Yangcheng Evening News" for an English telephone operator?

你好，我打电话来是想应聘你们昨天在“羊城晚报”登 广告招聘的英语话务员一职。

597. I'm asking about your advertisement for a shop assistant in today's newspaper.
我打电话来想应聘你们在今天的报纸上广告招聘的商场
售货员一职。

598. Oh, I see. May I have your name, please?
我明白了, 请问你叫什么名字?

599. This is Zhiwei Zhao speaking.
我是赵志伟。

600. I'm sorry. The job is taken.
对不起, 这职位已有人了。

601. You should have tried earlier.
你应该早打电话来。

602. Yes, but do you have any experience as a shop assistant?
还有空缺, 请问你有做售货员的经验吗?

603. Can I have your name and phone number?
可以告诉我你的姓名和电话号码吗?

604. I'll make an appointment for an interview for you?
我想为你约定一个面试的时间。

605. Would you like to come here for an interview?
你愿意来面谈吗?

606. I certainly would.
当然愿意。

607. Can you come tomorrow morning?
明天上午你能来面谈吗?

608. That'll be fine.
好。

609. We'll look forward to seeing you then.
我们期望见到你。

610. Can you make it Thursday morning?
周四上午行吗?

611. See you then.
再见。

612. Do you still have openings for the typist?
贵公司还有打字员的空缺吗?

613. I'm enquiring about your advertisement for a driver in yesterday's

614. China Daily.
我打电话想询问昨天《中国日报》上广告招聘的驾驶员
一职。

614. I'd like to come in and apply for the job of the bank clerk.
Can you help me?

我想来申请银行职员一位, 你能帮助我吗?

615. Can you give me any information about the job advertised in
today's Morning Post?

你能告诉我一些今天的早报上招聘职位的情况吗?

616. Do you still have positions available?
贵公司还有可申请的职位吗?

617. I saw your advertisement in this morning's newspaper for
the air hostess. I'd like a job.

我看到今在早上的报纸上贵公司招聘空中小姐的广告，
我想申请这一职务。

Dialogue A

(O=Office Clerk 办公室职员, A=Applicant 申请人)

O: Crest Trade House. May I help you?

A: Yes, I'm interested in the job you advertised in yesterday's newspaper. Is it still vacant?

O: I'm sorry, the job is taken.

A: Oh, so quick?

O: Yes, you should have tried earlier.

A: I see. Thank you.

O: Better luck next time.

Dialogue B

(O=Office Clerk 办公室职员, A=Applicant 申请人)

O: Hello, this is David Jones.

I: Hello. I'm asking about your advertisement for a shop assistant in today's newspaper. Do you still have that vacancy?

O: Yes, but do you have any experience as a shop assistant?

A: I've got four years experience in a department store.

O: Which one, please?

A: Franklin Department Store.

O: Fine. Can I have your name and phone number? I'll make an appointment for an interview for you.

A: Yes, My name is Yunhai Zhang.

O: Will you please spell it?

A: OK, Y-U-N-H-A-I, Z-H-A-N-G.

O: The phone number?

A: 5696181.

O: Thank you. Can you come tomorrow morning?

A: I'm afraid not. But can you make it Thursday afternoon?

O: That's all right. When you come, ask for Smith, OK?

A: Yes. see you then.

Dialogue C

(O=Office Clerk 办公室职员, A=Applicant 申请人)

Operator (接线员): This is the Southern Suburb Hotel. May I help you?

A: Please get me through to Personnel Department.

O: Personnel Department, Mr. Zhang speaking. What can I do for you?

A: Good afternoon. I am calling in answer to your advertisement in yesterday's "Yangcheng Evening News" for an English telephone operator.

O: Oh, I see. May I have your name please?

A: This is Zhiwei Zhao speaking.

O: Do you think you have a good command of English for telephone operation?

A: Yes, I think so.

O: I was a graduate of Guangzhou Vocational Middle School of Tourism. There I learned hotel English including English for telephone operation.

O: Have you had any experience on the switchboard?

A: Yes, I have been a telephone operator for over two years.

O: Where do you work now?

A: I work at Guangdong Guest Hotel.

O: I'm interested in your proficiency in English and work experience. Would you like to come here for an interview?

A: I certainly would.

O: How about Friday morning at nine o'clock?

A: That'll be fine.

O: Please bring your resume together with copies of your diploma and ID card. Come to Room 206 and ask for Mr. Zhang.

A: Room 206, Mr. Zhang?

O: That's right. We'll be looking forward to seeing you then.

A: I will, too. Thank you.

O: Thank you for calling. See you later.

A: see you on Friday.

Notes 注释

1. Better luck next time.

祝你下一次运气好。

2. This is Zhiwei Zhao speaking.

我是赵志伟。

用英语打电话用 this 表示自己一方，用 that 表示打电话的另一方，

如： This is Mary speaking. 我是玛丽。 不用 I' m Mary.

Is that Mr. Li speaking. 你是李先生吗？ 不用 Are you Mr. Li?

Who is that speaking? 你是谁？ 不用 Who are you?

This is me (speaking). '是我。

3. Do you think you have a good command of English for telephone operation?

你认为你精通话务英语吗？

4. I was a graduate of Guangzhou Vocational Middle School of Tourism.

我是广州旅游职业中学毕业生。

5. There I learned hotel English including English for telephone operation.

我在该校学过饭店英语，包括话务英语。

6. I'm interested in your proficiency in English and work experience.

我对你的英语熟练程度和工作经验很感兴趣。

7. Thank you for calling.

谢谢你打电话来。

Words and Expressions

vacancy n. 空缺，空白

cashier n. 出纳员

available a. 可得到的，可用的

hostess n. 女乘务员，空中小姐

operation n. 操作，业务

switchboard n. 交换台，总机

proficiency n. 精通，熟练

diploma n. 文凭，公文

ID card 身份证

vocational a. 职业的

Lesson 33. Door Knocking 上门询问求职

Key Sentences (重点句子)

618. I saw a vacancy hard outside for an accountant. Do you still have any vacancy?

我看到门外的招工牌上写要招一名会计，还缺人吗？

619. I saw a vacancy hard outside for a teacher. Has the vacancy filled?

我在招工牌上看到要招一名教师，名额满了吗？

620. Is there any other job for me here?

我还能干其他别的工作吗？

621. I'm looking for a job. Is it possible to find one here?

我想找个工作，这儿有吗？

622. I'm looking for a part-time job. Is it possible to find one here?

我想做兼职工作，这儿有空缺吗？

623. Is your boss around at the moment?

你的老板现在在吗？

624. Yeah. He is in his office upstairs.

他正在楼上的办公室里。

625. I'm sorry. The vacancy is filled already.

抱歉，空缺已满了。

626. What kind of job are you looking for?

你想干什么工作？

627. Any job in your factory.

你们工厂里任何工作都行。

628. We do have a vacancy for a cutter.

我们确实要招一名裁剪工。

629. Do you mind working on the night shift?

你在意上夜班吗？

630. Not at all.

我一点不在乎上夜班

631. I came about the advertisement for a sales position.

我是看了你们招聘销售员的广告来应聘的。

632. I'm told that there are job vacancies here.

别人告诉我贵单位招聘员工。

633. I notice there are some job vacancies in your company.

我了解到贵公司有职位空缺。

634. I understand there are many job opportunities here.

我知道在贵公司有找工作的机会。

635. Will you take it?

你愿意接受这个工作吗？

Dialogue A

(O=Office Clerk 办公室职员, A=Applicant 申请人)

A: Excuse me, please. I saw a vacancy board outside for a plumber. Is it still available?

O: I'm sorry, the vacancy is filled already.

A: Oh, pity! But is there any other job for me here?

O: I'm afraid not, at least not before Christmas.

A: OK, thank you. Bye.

Dialogue B

(O=Office Clerk 办公室职员, A=Applicant 申请人, B=boss 公司老板)

A: sorry to trouble you. Is your boss around at the moment?

O: Yeah. He's in his office upstairs. You can see him if you like.

A: All right, thanks.

(meeting the boss)

B: Good morning. What can I do for you?

A: Well, I'm looking for a job. Is it possible to find one here?

B: What kind of job are you looking for?

A: Any job in your factory.

B: Do you have any experience as a cutter?

A: Yes, I have. Actually I have been working in a garment factory for over three years.

B: Good, but do you mind working on the night shift?

A: Not at all. some people wouldn't like the hours, but I don't mind working at night.

B: Very well, then, we do have a vacancy for a cutter working night shifts from 11 p. m. to 5 a. m. the next morning. The starting salary is \$10 per hour. Will you take it?

A: Yes, I will. But when shall I start work?

B: You'll start work this Friday. OK?

A: Yes, I will come on Friday night. Thank you.

B: See you then.

Notes 注释

1. Excuse me. 劳驾, 请问,

请人帮忙或打扰别人时常用的礼貌语,也可以用 Sorry to trouble you. 劳驾, 对不起. 如:

Excuse me, do you have the time? 对不起, 请问几点了?

Sorry to trouble you, may I use your dictionary? 劳驾, 能借用一下你的字典吗?

2. Yeah.是的, 等于 Yes

3' Good, but do you mind working on the night shift?

the night shift 上夜班

shift n. 轮班, 班次, 如:

the day shift 白班

work in three shifts 分一班工作, 三班倒

my shift 我的班次

4' per hour 每小时

per 意思是每, 等于 each。Per 还可与其他搭配, 如:

per day 每天

per year 每年

per kilo 每公斤

5. p. m.下午

拉丁文 post meridiem 的缩写, 等于 afternoon. 另外 a.m.是上午。

Words and Expressions

beard n.牌子, 木板

vacancy board (门口的) 招工牌

cutter 裁剪工

shift 班次, 轮次

night shift 夜班

opportunity n. 机会

Plumber n. 管子工, 铅管工

Christmas n. 圣诞节

garment n. 服装

mind V. 介意, 在乎

Lesson 34. At a Job Center 在职业介绍所

Key Sentences (重点句子)

636' Do you think you can get a job for me?

您能帮我找个工作吗?

637. Will you please fill out this form?

请填写这张表。

638. What's this form for?

这张表是做什么用的?

639. This is for registration.

作为登记用

640. How long shall I wait?

我要等多久？

641. Check the job boards at the job center regularly and check the newspaper daily.

经常来看职业介绍所的招工牌，每天去查报纸。

Dialogue A

(O= Office Clerk 办公室职员, A= Applicant 找工作者)

O: Hello. May I help you?

A: Yes, please. I' ve been here for nearly two months, but I still haven't got a job. Do you think you can get one for me?

O: Don't you worry, we'll try to help you. Will you please fill out this form?

A: What's this form for?

O: This is for registration. After you have given us your personal details, we'll match these against new jobs as they come

in. And we'll contact you when there is a job that suits you.

A: That's great. But how long shall I wait?

O: Maybe several weeks, maybe several months. It's hard to tell.

A: Oh, dear. How can I wait for such a long time?

O: Actually, many jobs are filled by people who select vacancies from the display boards there.

A: Then, what do you think I should do?

O: My advice is to keep looking for jobs yourself. Check the job boards at the job center regularly and check the newspapers daily. If you have friends or relatives here, ask them for help, too.

A: I see. Thank you very much for your advice. Bye.

O: Keep in touch.

Notes 注释

1. After you have given us your Personal details, we'll match these against new jobs when they come in.

你把你的个人资料留给我们，我们将把这些情况同收到新的招工信息进行比较。

2. And we'll contact you when there is a job that suits you. 一有适合你的工作我们将与你联系

3. It's hard to tell. 很难说。

4. Keep in touch. 常联系。

Words and Expressions

fill 填，填写

registration n. 登记，记录

suit v. 适合，配合

display n. 陈列，展览

display board 招工信息陈列牌

check v. 检查，核对，核查

Lesson 35. About the job of an Accountant 关于会计职务

Key Sentences (重点句子)

642. Excuse me, sir. May I apply for the position of accountant?

先生，我可以申请会计一职吗？

643. Sure. Please sit down.

当然可以，请坐。

644. What university did you graduate from?

你从哪所学校毕业？

645. I graduated from Beijing College of Commerce.

我毕业于北京商学院。

646. What was your major at college?

你上大学主修什么专业？

647. My major was accounting.

我主修会计学。

648. Can you name some of the courses you completed in relation

649. to accounting?

你能说出一些你学过的与会计相关的课程吗?

649. Sure. I took much courses as accounting principles, commercial accounting, cost accounting, Industrial accounting, electronic data processing accounting, and accounting involved in foreign capital enterprises.

当然可以,我修过会计学原理、商业会计、成本会计。工业会计、电子数据处理会计以及涉外会计。

650. What was your favorite course?

你喜欢什么课程?

651. My favorite course was electronic data processing accounting.

我最喜欢电子数据处理会计。

652. What kind of work are you doing now?

你现在正在做什么工作?

653. I'm engaged in accounting.

我做会计工作。

654. What are your responsibilities at your present work unit?

你在目前单位的工作职责是什么?

655. My work involves various routine bookkeeping and basic accounting tasks including journal entries, verifying data and reconciling discrepancies, preparing detailed reports from raw data, and checking accounting documents for completeness, mathematical accuracy and consistency.

我的工作是履行各种簿记与基本会计事项,包括填写日记账、核实数据、纠正误差,根据原始数据编制明细报表、核查会计文件的完整性、数字的精确性和一致性。

656 Are you familiar with PRC Financial and Tax Regulations?

你熟悉中华人民共和国财税制度吗?

657. I think so. 熟悉。

658. Can you tell me something about this balance sheet now?

你可以和我谈谈这份资产负债表的情况吗?

659. Of course. This balance sheet contains three major sections, that is, assets, liabilities and owner's equity. So, you see, the total current liabilities of your company are \$2, 372, 000, and the owner's equity is \$ 5, 400,000. That means that the total assets, which is equal to the sum of the creditor's and the owner's, equities, are \$ 7, 772, 000.

当然能,这份资产负债表包含三部分:资产、负债和所有者权益。因此,你看贵公司的当前负债总额为2,372,000美元,所有者权益为5,400,000美元。资产等于债权人权益加上所有者权益,即为7,772,000美元。

660. What's the creditor's equity?

什么是债权人权益?

661. The creditor's equity is the same as liabilities.

债权人权益即负债。

Dialogue A

(I=Interviewer 正试人 A=Applicant 受试人)

(knocking at the door gently)

I: Come in, please.

A: Good afternoon, sir My name is Wang Ling.

I: Good afternoon, Miss Wang. According to your application form, you are a university graduate in accounting and have already got 2 year's work experience in a manufacturing factory.

Now, can you tell me what made you decide to leave your former factory and apply for the vacancy here?

A: Well, my former working unit is a medium-sized enterprise? Though I am familiar with computerized accounting systems,

I can find no application there. That's the reason why I want to come here to face the new challenge.

I: What are your responsibilities at your present work unit?

A: My work involves various routine bookkeeping and basic accounting tasks including journal entries, verifying data and reconciling discrepancies, preparing detailed reports from raw data, and checking accounting documents for completeness, mathematical accuracy and consistency,

I: Are you familiar with PRC Financial Accounting and Tax Regulations?

A: Sure.

I: OK. Can you tell me something about this balance sheet now?

A: Of course. This balance sheet contains three major sections, that is, assets, liabilities and owner's equity. So, you see, the total current liabilities of your company are \$ 2, 372, 000, and owner's equity is \$ 5, 400, 000. That means that the total assets, which is equal to the sum of the creditor's and the owner's equities, are \$ 7,772,000.

I: Just a moment. What is the creditor's equity?

A: The creditor's equity is the same as liabilities.

I: How much are accrued salaries payable?

A: They are \$ 15,000.

I: Could you tell me something about cash control?

A: Yes, of course. In accounting, cash means all items that are acceptable for deposit in a bank.

I: What are they?

A: Such as paper money, coins, checks, money orders, bank deposits and so on.

I: What should we do when dealing with cash?

A: As a rule, we should control the handling and recording of cash. Cash should be handled separately from the recording of cash transactions so that errors can be readily disclosed and the possibility of irregularities is reduced.

I: How does it work, then?

A: That means all cash receipts are deposited intact in the bank, and all major payments are made by check and an imprest fund is used for petty cash disbursements.

I: So you mean that we can have a double record of cash transactions.

A: Yes. One record is made by the company's record keeping procedures, and another is furnished by the bank.

I: Did you get a good record in English?

A: Yes, I obtained nearly full marks each term. I like English very much. 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: Are you familiar with America—style accounting?

A: I think so. When I was at college, I worked as an assistant accountant with American General Electric China Inc. for two summers.

I: That's very good. You seem to have the right kind of experience.

A: I'll let you know the result of this interview next week. Thank you. Good—Bye.

Notes 注释

1. According to your application form,you are a university graduate in accounting and have already got 2 year experience in a manufacturing factory.

从申请表上看来,你是会计专业的毕业生.已经在一家制造厂有两年的工作经验。

2. Well, my former working unit is a medium-sized enterprise.Though I am familiar with computerized accounting systems,. I can find no application there.

我以前的工作单位是一家中型企业。虽然我熟悉会计电算化,但在那里用不上。

3 .How much are accrued salaries Payable?

应付工资是多少?

4. In accounting, cash means all items that are acceptable for deposit in a bank,
在会计上, 现金指的是可被银行接受的所有项目.

5. Such as paper money, coins, checks, money orders, bank deposits and so on.
比如纸币.硬币.支票、汇票和银行存款等。

6. As a rule, we should control the handling and recording of cash. Cash should be handled separately from the recording of Cash transactions so that errors can be readily disclosed and the possibility of irregularities is reduced.

按常规, 我们应当控制现金处理和记录, 现金管理应与现金业务的记录分开进行.这样,差错就能马上查出来,也少了不法行为的可能性.

7. How does it work, then?

这是怎么做的呢?

8. That means cash receipts are deposited intact in the bank, and major payments are made by check and an imprest fund is used for petty cash disbursements.

这就是说,所有的现金收入要如数存入银行,一切的主要支处都使用支票,并设立预付资金来用于零星的现金支付.

9. So you mean that we can have a double record of cash transactions.

你是说这样一来我们就可以对现金业务有双重记录了.

Words and Expressions balance sheet n. 资产负债〔平衡〕表

常见的其他报表还有 financial statement (财务报表), income statement (收益表)等。

assets n. 资产 固定资产为 fix assets

流动资金可包括现金(cash)应付账款(accounts receivable)

预付保险金(prepaid insurance). 在用物料 (supplies on hand)

等。

liabilities n. 负债

流动负债 current liability, 它可以包括应付票据(notes payable),应付账款 (accounts payable)、应付未付工资(accrued salaries payable) 等项 .

owner's equity n.所有者权益

cash control n. 现金控制

Paper money n.纸币

coin n. 硬币

check n. 支票

money order n. 汇票

bank deposit n.银行存款

handle v. 处理

cash transaction n. 现金交易

irregularity n.不法行为

cash receipt n . 现金收入

imprest n . 预付款

n . 预借的 预付的

petty cash 零用资金

disbursement n. 支付

recordkeeping n. 簿记

Lesson 36. About the Job of a Secretary 关于秘书职务

Key Sentences (重点句子)

662. What sort of responsibilities does this secretary's job involve?

贵公司的秘书工作有哪些职责?

663. This job is handling routine tasks, such as typing letters and documents, receiving visitors, answering phone calls and so on.

这项工作要处理日常常规工作, 如打印信件和文件、接待来客、接电话等等。

664. I think I'll get familiar in no time.

我想我很快会熟悉的。

665. Moreover, how is your English ability? Do you think you could handle telephone calls in English?

此外, 你英语水平如何? 你能用英语打电话吗?

666. I think I can. My English scores were always on the top three of my class of 40 at school.

我想我能, 我的英语成绩在我班 40 名同学中一直是前三名。

667. I am afraid you can't file in English.

恐怕你不会用英语处理文件。

668. But I'd be glad to learn, sir.

但我很愿学, 先生。

669. I see in your application that you've several year's experience in secretarial work. What kind of work were you doing at your previous employer's company?

从你的申请材料中看出你有多年秘书经历, 你在以前的公司做什么工作?

670. I was in charge of the office in a general way. I supervised three other girls and also took care of the company's correspondence.

我负责一般日常工作。我督导其他三位女职员, 我还负责处理公司的函件。

671. Did you take shorthand and do all the typing?

你工作中用速记吗? 是否承担所有打字任务?

672. I typed all the letters that went out of the office. I was then only one there who could take shorthand.

办公室发出的函件都由我打。我是办公室中惟一会速记的人。

673. How is your shorthand?

你的速记速度如何?

674. I can take dictation at ordinary speed.

我能听写记录正常速度的口授。

675. What courses have you taken in English Secretarial Studies?

你在英文秘书方面修了哪些课程?

676. I've taken such courses as secretarial principles, office administration, business English, public relations, etiquette study, psychology, computer programming, typing, stenography, and file-keeping.

我修了秘书原理、办公管理、商务英语、公共关系学。礼仪学、心理学、计算机编程、打字、速记和档案管理。

677. Can you operate any office machines?

你能操作办公设备吗?

678. I can type 60 words per minute, and take dictation in English at 100 words per minute.
我每分钟能打 60 个字, 每分钟可用英文记录口授 100 字。

679. I can operate a facsimile machine and a photostat.
我会操作传真机和复印机。

680. Where have you learned how to operate these machines?
你是在哪里学会操作这些机器的?

651. I learned how to operate them at ABC Company. I worked there for nearly two years.
这是在 ABC 公司学会操作这些机器的, 我在那儿工作了近两年。

Dialogue A

(I=Interviewer 主试人 A=Applicant 申请人)

A: May I come in?

I: Yes, please.

A: How do you do, sir? I'm Shuijing Cai. I've come for an interview as requested.

I: How do you do, Miss Cai? I'm Hongwei Guo, the office administrator, please take a seat.

A: Thank you, Mr. Guo.

I: NOW let's get down to talk. First of all, would you please say something about yourself and family?

A: It's my pleasure to do so. I come from Dongguan City. My father is the manager of an import and export company in Dongguan and my mother works as a doctor in a hospital. I have an elder brother. He is in the army. I am twenty-one years old. In 1992, I passed the National College Entrance Examinations and was admitted into Guangzhou Institute of Foreign Language as an English Major. I specialize in English Secretarial Studies.

I: What courses have you taken in English Secretarial studies?

A: I've taken such courses as secretarial principles, office administration, business English, public relations, etiquette study, psychology, computer programming, typing, stenography and file-keeping.

I: How are your typing and shorthand skills?

A: I can type 60 words per minute, and take dictation in English at 100 words per minute.

I: I'd like to try you out. Here's a pencil and a pad. Please take this letter: Johnson Trading company, Sixteen Regent Street... Now if you don't mind, would you type up your dictation on that typewriter?

A: Not at all, sir. (proceed to typing) Here you are, Mr. Guo.

I: Thanks. Hmm pretty good. No mistakes and very fast, too. But can you operate any other office machines?

A: Yes. I can operate a facsimile machine and a photostat.

I: Where have you learned how to operate these machines?

A: I learned how to operate them at Foreign Trade corporation of Guangdong Province last summer. I worked there for nearly two months.

I: Oh, really?

A: Yes, it was a very helpful experience.

I: What did you work there. office work?

A: Yes, mostly office work and sometimes running errands.

I: Oh, very good. You've had some practical experience in office work. By the way, have you had any experience as a guide?

A: Well, not exactly. But I have shown some of my foreign teachers around Guangzhou and the Pearl River Delta as well.

I: Once in a while we'll organize the members of this club to sightsee around Guangzhou and the Pearl River Delta and I would like to be able to ask my secretary to take them to go sightseeing when there is not much to do in the office.

A: I think I would like that.

I: Fine. You are the very person we want.

A: Thank you, Sir.

I: What salary would you expect to get?

A: As for salary, I leave it to you to decide after experience of my capacity?

I: Well, I believe we can offer you 2,500 Yuan a month at the start. Would that be satisfactory?

A: Yes, I am quite satisfied. That would be more than I have expected.

I: What date can you start to work?

A: I won't be able to leave institute until I get my diploma at the end of this month. How about early next month?

I: That'll do. Please come in on August 1st. Working hours are from eight to twelve in the morning and from two to six in the afternoon. We usually work for five days a week, but occasionally we have to work overtime.

A: Yes, sir,

I: I'll see you on August 1st then. Thank you very much for coming today. It'll be a pleasure to have you here.

A: Thank you, Mr. Guo. I'm sure I'll enjoy working here, too.

I: I hope so. Good-bye.

A: Good-bye.

Notes 注释

1. Lets get down to talk, first of all...

让我们开始谈吧, 首先.....

2. In 1992, I passed the National College Entrance Examinations and was admitted into Guangzhou Institute of Foreign Languages as an English major. I specialize in English secretarial Studies.

1992 年我通过了高考, 录取到广州外国语学院主修英语, 我专攻英语文秘。

3. I would like to try you out.

我想考一考你。

4. Please take this letter: Johnson Trading Company, Sixteen Regent Street...

请记录这封信: 摄政街 16 号, 强臣贸易公司

5. Yes, mostly office work and sometimes running errands.

是的, 大部分是办公室工作, 可有时跑外勤。

6. Well, not exactly. But I have shown some of my foreign teachers around Guangzhou and the Pearl River Delta as well.

嗯, 不算真有, 但我曾经带过我的一些外籍教师游览过广州市和珠江三角洲。

7 Once in a while we'll organize the members of this club to sightsee around Guangzhou and the Pearl River delta and I would like to be able to ask my secretary to take them to go sightseeing when there is not much to do in the office.

我们偶尔会组织本中心的会员游览广州市和珠江三角洲, 在办公室没多少事干的时候, 我希望能够叫我的秘书带他们去游览观光。

Words and Expressions

administrator n. 行政官员, 管理官员

office administrator 办公室主任

first of all 首先

admit. v. 允许进入, 录取

be admitted into 被???录取

etiquette n. 礼仪, 格式

stenography n. 速记法

pad n. 便笺簿

regent n. 摄政王

Sixteen Regent Street 摄政街 16 号

facsimile machine 传真机

photostat n. v. 复印, 复印机

errand n. 差使, 使命

run errands 出差, 跑腿

go an errand 出差, 跑腿

Lesson 37. About the job of a Computer Programmer 关于电脑程序员职务

Key sentences (重点句子)

682. What kind of experience have you got for the job?

申请这项工作, 你有什么工作经历?

683. I've been a data entry operator for more than two year.

我做数据输入操作员有两年了。

684. Why did you leave your job there?

你为什么要离开呢?

685. Well, I enjoy working in different place and meeting new people. That will widen my experience in the field of computer technology.

唉, 我喜欢在不同的环境中与不同的人一起工作, 这会在电脑技术领域扩大我的经历。

686' What kind of education have you got?

你受过什么教育?

387' I studied computer science in Havard University, and got a M. S. degree.

我曾在哈佛大学修电脑专业, 获得了硕士学位。

688. I majored in computer science?

我主修电脑专业?

689. What specialized courses did you take?

你学过什么专业课程?

690 . The specialized courses I completed include computer science, system design and analysis, operation systems, systems management, PASCAL programming, COBOL programming and D-BASE programming.

我学过的专业课程包括: 计算机科学。系统设计及分析、操作系统、系统管理、PASCAL 编程、COBOL 编程和 D-BASE 编程。

691. I was quite familiar with Fortran and C Language.

我很熟悉 Fortran 和 c 语言。

692. After graduation I worked in a factory for two years and have picked up much experience in CAD.

毕业后我在一家工厂干了两年, 在 CAD 方面积累了不少经验。

693. What do you think about the recent development in computers?

你如何看待计算机行业在近几年内的发展?

694. Revolution in the computer industry is inevitable because developments in hardware are going ahead very quickly .But to turn the computer into a machine that can be easily manipulated, much more complex software is needed than is available now. As a result, more computer programmers should for themselves into the work.

计算机行业的革命是不可避免的, 因为硬件的发展十分迅速。但为了使计算机更易于操作, 需要更多等复杂的软件, 结果, 也需要更多的程序员。

695. We have a vacancy for computer programmer, working weekdays form 9:00 a.m. to 3:00 p.m. with half an hour lunch break.

我们有一个电脑程序员的空缺，每天上班上午 9:00 点至下午 3:00 点，中间有半小时的午餐休息时间。

696. What sort of software do you have a command of?
你熟练使用哪些软件？

697. I'm adept at DOS, WINDOW, and AUTO CAD.
我熟练使用 DOS, WINDOWS 和 AUTO CAD.

698. May I know what specific jobs I'll have to do If you employ me as a computer programmer?
请问，如果贵公司聘我为电脑程序员，我必须做些什么具体工作呢？

699. Well ,you'll have to put in the computer our daily sales volume and profit margins and analyze them. Are you interested in the work?

噢，你得将我们每天的销售额和盈利情况输入电脑，并且进行分析。你对此项工作感兴趣吗？
Dialogue A

(E=the Employer 雇主 O=Office Clerk 办公室职员 A=Applicant 申请人)

O: Good morning, can I help you?

A: Yes. I have an appointment with Mr. Brian Desmoud. Will you please tell him I'm here?

O: Are you Mr. DengIning Chen?

A: Yes, I am. Is he available?'

O: I'm sorry, he is on the phone at the moment. Will you please wait a minute?

A: No problem.

(...)

O: Mr. Dongming Chen, Brian is available now. Please go through to his office.(meeting the employer)

E: Hello, I'm Brian. Glad you can come

A: I'm Dengming Chen. Nice to meet you.

E: Take a seat please.

A: Thanks.

E: What kind of education have you got?

A: I studied computer science in Nanjing University, and got a M. S. degree.

E: Fine. Would you mind telling me what kind of grades you had?

A: Of course not. I had an average of 90 Points.

I: What specialized courses did you take?

A: The specialized courses I completed include computer science, system design and analysis, operation systems, system arrangement, PASCAL programming, COBOL programming and D-BASE programming.

E: Where are you working now?

A: I'm working at ABC Company.

E: What's your position there?

A: I'm a programmer supervisor.

E: What are your responsibilities?

A: I'm responsible for writing computer program: developing block diagram, utilizing available software and operation systems, and coding machine instructions; originating block diagrams, working from outlines of proposed systems; developing file sizes, programming specification; determining appropriate use of tape or disk files, printer, etc.; selecting in-house software or sub-routines to run in connection with program; writing machine instructions, testing, debugging, and assembling program; documenting overall system and developing data control procedures; advising and instructing less experienced programmers and offering operating instructions'

E: What kind of computer are you experienced in?

A: I'm experienced in all types of IBM-PC computers.

E: What kind of software do you have a good command of?
 A: I'm adept at DOS, WINDOWS and AUTO-CAD.
 E: How long have you been a programmer supervisor.
 A: For more than four years.
 E: Tell me why you decided to choose our office.
 A: Well, I'm happy with the work at my present post. But I want to get better pay, to tell you the truth.
 E: What's your present monthly Salary?
 A: Sixteen hundred Yuan.
 E: What starting salary would you expect here?
 A: I'd like to start at twenty-six hundred Yuan a month.
 E: No problem. Do you have any questions to ask?
 A: Is there opportunity to advance?
 E: Yes, there're good prospects for promotion.
 A: Good, this job should suit me well.
 E: Can you start next Monday?
 A: Sure.
 E: That's settled then. I'm glad to be able to offer you the job.
 A: Thank you, Brian.
 E: See you next Monday.

Notes 注释

1. Is he available?
他在不在?
2. I am a programmer supervisor.
我任程序员主管。
3. I'm responsible for writing computer programs: developing block diagrams, utilizing available software and operation systems, and coding machine instructions; originating block diagrams, working from outlines of proposed systems; developing file sizes, programming specifications; determine appropriate use of tape or disk files, printer, etc.
我负责编制计算机程序：编制部件图。运用现有软件和操作系统编制机器指令；根据所用系统的略图自编部件图；编制磁卡规格和程序规格；决定使用合适的磁盘、磁卡。打印机等等。
- 4.... selecting in-house software of sub-routines to run in connection with program; writing machine instruction, testing, debugging, and assembling program; documenting overall system and developing data control procedures; advising and instructing less experienced programmers and offering operating instructions.
选择同程序相关的机内软件或子程序；编制计算机指令；检测、改正程序中的差错并组合程序；编制总系统并制定数据控制程序；指导经验不足的程序员并给予操作指导。
5. But I want to get better pay, to tell you the truth.
不过，说实话，我想获得更优厚的报酬。
6. Yes, there're good prospects for promotion.
有，提升的机会很多。
7. That's settled then.
那么，就这样定了。

Words and Expressions

software n. 软件

hardware n. 硬件

pick up v. 积累

CAD: Computer Assisted Design 电脑辅助设计

inevitable a. 不可避免的

Is he available? 他在不在？（我可不可以见他？）

on the phone 正在打电话

M. S degree: Master of Science degree 理学硕士学位

supervisor n. 主管, 监督人

programmer n. 程序员

diagram n. 程序员

code v. 编码

code machine instructions 编制机器指令

specification n. 规格 (常用复数形式)

debug v. 排除错误

adept a. 长于……的

Lesson 38. About the Job of a Stewardess 关于空中小姐职务

Key Sentences (重点句子)

700. You would like to become a stewardess, Wouldn't you?

你愿意当一名空中小姐, 对吗?

701. Yes, I would like to very much.

是的, 我很想做一名空中小姐。

702. What made you decide on this type of occupation:

什么使你决定从事这一职业?

703. Oh, to tell you the truth, I love the sky. When I was a child, I imagined flying into the blue sky some day. Now I think the day has come. My dream can come true.

奥, 说真的, 我喜爱蓝天。我还是个小孩子时候, 就曾想象将来某一天能飞上蓝天。现在, 我觉得这一天终于来了。我的梦想会成真。

704. I like travelling very much and I enjoy working, with people.

我喜欢旅行, 也喜欢与别人一起工作。

705. Can you make yourself understood in English without too much difficulty?

你能不费力气地用英语交谈吗?

706. Yes, I think I am quite fluent in English.

能, 我认为我能说流利的英语。

707. What's the most important thing of being an air hostess?

当一名空中小姐最重要的是什么?

708. The most important task of being an air hostess is helping passenger relax during their flight.

Flying is a stressful thing and if an air hostess can ease that tension, it will make a favorable impression for the airline.

空中小姐最重要的任务是帮助旅客在飞行过程中放松。坐飞机是令人紧张的事, 如果空中小姐能缓和那种紧张, 就可以为航宇公司创造良好的形象。

709. Do you know what are the responsibilities for the aircrew?

你知道空勤人员的职责是什么?

710. The main responsibility of the flight crew is to ensure the safety of the passengers in case of an emergency. Other responsibilities are providing for the comfort of the passengers and serving meals.

空勤人员的主要职责是出现紧急情况时保证旅客的安全。其他职责是为乘客提供舒适和招待饮食。

711. Are you in good health?

你身体健康吗?

712. I just had a complete physical examination and I was declared in top condition.

我刚刚全面检查了身体, 医生说我非常健康。

713' Have you had any nursing experience? How about taking care of children?

How you ever been a baby-sitter?

你有没有照顾病人的经验? 照看小孩的经验? 你看过小孩吗?

714. I know it's not a easy job, but I'm young, besides I'm in good health.

我知道这不是件轻松的工作，但我年轻，而且我现在身体很健康。

715. I have never done any nursing but I love children.

I haven't had any experience as a baby-sitter, either.

我知道这不是件轻松的工作，但我年轻，而且我现在身体很健康。

716. How tall are you? What about your eyesight?

你身高如何？视力如何？

717. My height is One meter and sixty-eight centimeters. I've never had any vision problem and have never worn corrective lenses.

我身高 1.68 米，我视力从来没有问题，也未戴过眼镜。

Dialogue A

(I = Interviewer 主试人 A= Applicant 申请人)

I: Come in. Miss Lin. I'm Mr. Wang, Director of Personnel

What can I do for you?

A: How do you do, Mr. Wang? I'm coming for a job interview at ten o'clock this morning.

I: Oh, I see. Please sit down.

A: Thank you.

I: So you would like to become a stewardess, wouldn't you?

A: Yes, I'd like to very much.

I: Well, how old are you?

A: I was born on August 5, 1975. So I'm 24 years of age. I'm just leaving college this summer.

I: OK. But what made you decide on this type of occupation?

A: Oh, to tell you the truth, I love the sky. When I was a child. I imagined flying into the blue sky some day. Now, I think the day has come. My dream can come true.

I: Then, do you know it's not a easy job to be a stewardess?

A: Yes. I know it's not a easy job, but I'm young, besides I'm in good health.

I: Yes. Youth and health are one's best wealth. By the way, what's your height?

A: 168 centimeters.

I: What about your eyesight?

A: I've never had any vision problems and have never worn corrective lenses.

I: Do you know sometimes you would have to work long hours?

A: Yes, I do.

I: Do your parents agree to your choice?

A: My mother is just waiting at home for my good news.

I: What's the most important thing of being an air hostess?

A: The most important task of being an air hostess is helping passengers relax during their flight. Flight is a stressful thing and if an air hostess can ease that tension, it will make a favorable impression for the airline.

I: Do you think friendly service is very important for the airline staff?

A: Definitely. I would think this is one of the most important aspects when dealing with the public in any way.

I: Do you get angry easily?

A: No, I know how to control my temper. I only get angry if I see someone hurting Somebody else.

I: If one of your Passengers had an accident, what would you do?

A: I would give him basic first aid and call for assistance.

I: Can you make yourself understood in English without too much difficulty?

A: Yes, I think I'm quite fluent in English.

I: Do you take care of your appearance?

A: Yes, I feel taking care of myself with sufficient rest and a good diet are important.

I: Do you know how to put on makeup?

A: Yes, I took me beauty classes a few months ago.

I: What part of your face is the most attractive, why?

A: I think for me and anybody else a smile can be the most attractive feature, because it lights up my whole face.

I: If you were hired, when would you be available?

A: I'll graduate from the college by the end of this month. Next month, that is July. I'll be available.

I: OK. If you were hired you would be expected to report for training on the 8th of August.

A: Yes, that's OK.

I: considering your qualifications, we believe you would be a good stewardess. But as you know, we are considering several other applicants and will make our final decision by the end of this month. We'll send you a letter then, if you're hired. Thank you for your coming, Miss Lin.

A: Thank you, Mr. Wang.

Notes 注释

1. Yes. Youth and health are one's best wealth. By the way, what's your height?

是的，年轻和健康是人最宝贵的财富，顺便问一下，你身高多少？

2. Do you think friendly service is very important for the airline staff?

你认为对空中服务人员来说友好服务很重要吗？

3. Definitely. I would think this is one of the most important aspects when dealing with the public in any way.

肯定重要。我认为不论以什么方式与公众打交道都应提供友好的服务。

4. If one of your Passengers had an accident, what would you do?

如果旅客发生意外，你怎么办？

5. I would give him first aid and call for assistance.

我将对他进行基本的急救，然后呼救。

6. Do you take on of your appearance?

你是否注意自己的容貌？

7. I think for me and anybody else a smile can be the most attractive feature, because it lights up my whole face.

我认为对我和其他人一样，微笑是一个人最吸引人的特征，因为微笑会使一个人整个面部都容光焕发。

8. If you were hired you would be expected to report for training on the 8th of August.

如果雇用你，我们希望你8月8号来报到参加培训。

9. That's OK.

好的

10. Considering your qualifications...

考虑你的资格……

11. But as you know...

但正如你所知……

Words and Expressions

Director of Personnel 人事部主任

to tell you the truth 说真话

stressful a. 有压力的

tension n. 紧张，压力

first aid 急救

fluent a. 流畅的，流利的

makeup n. 化妆品

Lesson 39 About the Job of a Car Driver 关于司机职务

Key Sentence (重点句子)

718. You are very punctual.

你来得很准时。

719. Thank you, Sir. I'm a chauffeur. Generally speaking, a chauffeur must be punctual.

谢谢，先生，我是一名司机，一般来说，当司机都是很准时的

720. We've been looking over your application. You've more than ten years' experience in driving cars and trucks. Is it right?

我看过你的申请材料，你已经有 10 多年开汽车和卡车的经验，是不是？

721. Yes, I learned to drive jeeps and trucks when I was serving in the army.

是的，我是在部队服役时学会了开吉普车和卡车。

722. How long have you been driving?

你开车多长时间了？

723. For eight years.

八年了。

724. Would you mind showing me your driving license?

能看看你的驾驶执照吗？

725. Never mind. Here it is.

可以，给您。

726. Now you are working in the Sanjiang Company, aren't you?

你现在在三江公司工作，对吗？

727. Yes, I've been working there for three years as a chauffeur.

我在那儿作司机三年了

728. Then why are you leaving there?

那你为什么要离开呢？

729. The only reason why I am leaving the present position is with the desire of improving myself.

我离开现职的惟一原因是找个更好的职位。

730. By the way, what kind of driving licenses do you have?

顺便问一句，你持有何种驾驶执照？

731. I have the driving license A.

我持有 A 类驾照。

732. So I can drive either delivery trucks or cars or even buses.

我能开送货卡车、小汽车甚至公共汽车。

733. Besides, I have an electrician's license.

此外，我有电工证。

734. Any accidents?

出过事故吗？

735. No. I think I'm a pretty careful driver.

没有，我认为我是个很小心的司机。

736. Do you drink?

你会喝酒吗？

737. Yes, a little; but I never drink before driving.

会，会喝一点，但我从不在开车前喝酒

738. When am I supposed to start working?

我什么时候开始上班？

739. Starting from Monday. Bring your resume, driver's license and ID Card with you when you come, and report to the Personnel manager.

星期一开始。顺便把简历表、驾驶执照及身份证带来，

向人事经理报到。

Dialogue A

(I = Interviewer 主试人 A = Applicant 申请人)

I: Come in, please.

A: I was wanted to come at 10 o'clock this morning and have a talk about the appointment.

I: Yes. You are very punctual.

A: Thank you, Sir. I'm a chauffeur, Generally speaking, a chauffeur must be punctual.

I: What's your name?

A: My name is Dongming Wu. may I have your name, Sir?

I: I'm Mr. Brown. Please sit down, Mr. Wu.

A: Thank you, Mr. Brown.

I: Would you like to have a cup of coffee or a can of coca-cola?

A: A can of Coca-Cola, please.

I: Here you are.

A: A thousand thanks, sir.

I: Do you know anything about Coca-Cola?

A: Yes. It is a most popular beverage in the world. It has a long history. In 1886 a pharmacist called Aza Grigs Chandler patented Coca-Cola in Atlanta, Georgia. By the way, I like Coca-cola very much.

I: We've been looking over your application. You're more than ten year experience in driving car and trucks. Is it right?

A: Yes. I learned to drive jeeps and trucks when I was serving in the army.

I: It was from 1978 to 1983, wasn't it?

A: Yes.

I: Now you are working in the Sanjiang company, aren't you?

A: Yes. I've been working there for three years as a chauffeur.

I: Then why are you leaving there?

A: The only reason why I am leaving the present position is with the desire of improving myself.

I: How much do you usually earn a month?

A: Sometimes a little over three thousand Yuan and sometimes less than two thousand Yuan. So I think your monthly salary of two thousand eight hundred is quite attractive.

I: Are you a local resident or a provincial?

A: I'm a Shanghaiese by birth. Here is a copy of my ID card.

I: Then, why are you interested in our company?

A: Because yours is one of the most effective and respectable companies in our city. I'd like to work for it and enjoy its high prestige as well.

I: I see. Have you ever worked for Americans before?

A: Yes, I was a driver for an American family three years ago ,part time only.

I: Why did you quit?

A: Because they went back to the States.

I: By the way, what kind of driving licenses do you have?

A: I have the driving license A. So I am drive either delivery trucks or car or even buses. Besides, I have an electrician's license.

I: Good . But if you were hired, you would improve the spoken English, because you would have to deal with foreigners.

A: Sure. I studied Basic English and spoken English at the Evening college of Shanghai Foreign Languages University during the last few years.

I: That's fine. What kind of cars are you driving in the Sanjiang company?

A: Audi.

I: Any accident?

A: No, I think I am a safe driver.

I: That's very good. Do you drink?

A: Yes, a little; but I never drink before driving.

I: Do you smoke?

A: No, I don't.

I: Good. We expect our employees to work hard and of course they are well paid for their hard work. We give generous bonus, too.

A: How much will my pay be, if you don't mind my asking?

I: We would like to start you off at 3,000 Yuan a month, not including bonus and overtime pay. We don't give bonus every month, but we offer a semi-annual bonus. And you'll receive two weeks' paid vacation a year, as well. Does it suit you?

A: Yes.

I: When can you start the work?

A: I'll go and quit my job in the Sanjiang company first and then.... How about next Wednesday?

I: No problem. Then we will be at 9 o'clock next Wednesday.

A: Thank you, Sir.

Notes 注释

1. A thousand thanks, sir.

非常感谢，先生。

2' How much do you usually earn a month?

你通常一个月挣多少钱？

3. So I think your monthly salary of two thousand eight hundred is quite attractive.

所以我觉得你们能提供 2,800 元月薪是很吸引人的。

4' Are you a local resident or provincial?

你是本地人还是外地人？

5. I'm a Shanghaiese by birth. Here is a copy of my ID card.

我是土生土长的上海人，这是我身份证的复印件。

6. Because yours is one of the most effective and respectable companies in our city. I'd like to work for it and enjoy its high prestige as well.

因为贵公司是本市最具高效率、令人敬佩的公司之一，我想为它工作，也能分享它的盛誉。

7. Audi.

奥迪车。

8' Any accident?

出过事故吗？

9. We would like to start you off at 3,000 Yuan a month, not including bonus and overtime pay.

我们将给你月薪 3,000 元作为起薪，不包括奖金和加班费。

Words and Expressions

punctual a. 按时的，守时的

chauffeur n. 司机

generally speaking 一般说来

driving license A A 类驾驶执照

beverage n. 饮料（茶，汽水等）

pharmacist n. 药剂师

patent v. 获得……的专利

provincial a. 省的，外省的

Shanghaiese n. 上海人

prestige n. 声望，威信

Shanghai Foreign Languages University 上海外国语大学

generous a. 慷慨的，丰富的

Lesson 40 About the Job of a Salesperson 关于销售员职务

Key Sentences （重点句子）

740. I came in answer to your advertisement for a salesperson.

我是来应征贵公司所招聘的售货员一职的。

741. I see. Will you walk this way, please?

我明白了，请到这里来好吗？

742. What experience have you had?

你有什么经验呢，

743. I'm afraid I haven't had any experience in just this sort of work. I'm studying business administration in college. I want to get a job that would tie in with my studies.
这种工作我恐怕没有什么经验。我大学学的是商业管理，我想找一个与所学知识有关联的工作。

744. Have you got any selling experience at all?

你有售货的经验吗？

745. I worked in a department store in a small town last summer vacation.

我去年暑假在一个小城镇的百货店工作过。

746. What subjects did you like most at university?

你在大学时最喜欢什么课程？

747. I like sales strategies most.

我最喜欢销售策略这门课。

748. Now tell me about your educational background.

请给我讲讲你的教育背景。

749. I graduated from Beijing College of Commerce.

我毕业于北京商学院。

750. I majored in commerce.

我主修商业专业。

751. What courses have you completed?

你修过哪些课程？

752. The courses I completed are marketing, business law, business English, statistics, marketing principles, sales management, distribution theory, economics and psychology.

我修过的课程有：市场营销、商业法、商务英语、统计学、营销原理、销售管理、商品配销理论，经济学和心理学。

753. Why would you like to work with us?

你为什么愿意来我们这儿工作？

754. It's a job I'm interested in, and your company is one of the best known. Although I have no work experience as a salesperson, the job description you sent was very interesting. It's a job I've been dreaming of since I was at university.

贵公司是最有名气的公司之一，我也喜欢这种工作。虽然我没有销售员的经验，你们给我的职位说明很有意思，这是我上大学时就想从事的工作。

755. Do you know anything about this company?

你了解本公司吗？

756. Yes, a little. As you mentioned just now, yours is an American capital company. As far as I know your company is a world famous one which produces cosmetics and skin care products.

我知道一些，正如你所提到的，贵公司是一家美资公司，据我所知，贵公司是一家世界著名公司，生产化妆品和护肤品。

757. In what department did you work?

你以前在哪一部门工作呢？

758. I was in Women's Fashion Department.

我在女装部工作。

759. Have you got an excellent record in English?

你英语成绩好吗？

760. Yes, I think I can manage English conversations with American staff members.

是的，我认为我可以和美国员工进行英语会话。

Dialogue A

(I = Interviewer 主试人 A = Applicant 申请人)

I: Come in, please.

A: Is this the General Manager of office?

I: Yes, it is. Be seated, please.

A: Thank.

I: May I have your name?

A: Linda Li. I was asked to have an interview this afternoon.

I: Yes. How old are you, Miss Li?

A: I'm 25.

I: How many people are there in your family?

A: Four. They are my father, my mother, my elder brother and me.

I: What do your parents do?

A: My father is a Purchaser at a department store and my mother is a saleswoman at the same store.

I: Now tell me about your educational background.

A: OK. I graduated from Beijing College of Commerce. My major is commerce.

I: What courses have you completed?

A: The courses I've completed are marketing, business law, business English, statistics, marketing principles, sales management, distribution theory, economics and psychology.

I: How are your grades?

A: I have got an average of 90 points.

I: What subject did you like best at college?

A: I liked sales strategies best.

I: Can you explain why?

A: I like dealing with people. It's quite challenging.

I: Have you got an excellent record in English?

A: Yes, I obtained nearly full marks in English.

I: That's only for your written work, I'm afraid. What about your oral English? You know, our staff members in this company are Americans as ours is an American capital company. So conversational English is very important in our company.

A: I think I can manage English conversations with American staff members. At college I often practice oral English with my classmates or cassettes.

I: Why are you interested in the job?

A: Because I love your company. Yours is one of the effective and respectable companies in this area.

I: I see. Have you worked anywhere else?

A: Yes. Four years ago, I began to work in a developing company in Nantong. One year later, I came to Shanghai, and worked in a small department store as a salesgirl. And now I'm secretary to General Manager of XinXin Department store.

I: OK. We have received your letter and resume in answer to your advertisement in the paper. I'd like to talk about your qualifications for the position.

A: I think you must have got a lot of replies to your advertisement.

I: I haven't counted the exact number of the replies, but I think there were at least thirty for the job. However, many who applied don't have the qualifications we require. We only picked out the ten best replies for interviews. And yours is just among them.

A: Thanks. I'm glad that my letter is acceptable.

I: You mentioned in your letter that you had worked in a small department store as a salesperson. In what department?

A: Ladies fashion.

I: Did you like the job?

A: Yes, I liked it very much. In fact, I have a good taste in dress. I think I'm interested in clothing design and like to be dressed in fashion.

I: Well, Miss Li, it was nice talking to you. However, we want to interview the other applicants before making any final decision. You will hear from us soon. Thank you for your coming, Miss Li.

A: Thank you Sir. I hope to hear from you as soon as possible.

Notes 注释

1. be seated, please.

请坐。

2. My father is purchaser at a department store and my mother is a saleswoman at the same store.

我父亲是一家百货商店采购员；我母亲是同一商店的售货员。

3. I have got an average of 90 points.

我各门成绩平均 90 分。

4. Yes. Four years ago, I began to work in a developing Company in Nantong.

有过。四年前我开始在南通一家正处于发展阶段的公司工作。

5. We only picked out the ten best replies for interviews. And yours is just among them.

我们只挑选了十位最优秀的申请人来参加面谈，你的材料是其中之一。

6. Ladies fashion.

女装部。

7. In fact, I have a good taste in dress.

事实上，我对时装很有眼光。

Words and Expressions

salesperson n. 售货员

tie in with 与……有关联

commerce n. 商业

marketing n. 市场营销

statistics n. 统计学

psychology n. 心理学

cosmetics n. 化妆品

skincare products 护肤产品

skincare 一词由 skin (皮肤) + care (护理) 组成

English conversations 英语会话

purchaser n. 采购员，购买者

sales strategies 销售策略，销售方法

pick up v. 挑选

ladies' fashion 女式时装

Lesson 41. About the Job of Receptionist 关于接待员职务

key Sentence (重点句子)

761. I came about your advertisement for receptionists in the newspaper last week.

我是来应聘你们在上周的报纸上招聘的接待员一职的。

762. Have you worked anywhere else?

你在别处工作过吗?

763. Yes, I've been working in the Beauty Restaurant as a full-time waiter after leaving the occupational school.

有，我从职业学校毕业后一直在美丽饭店当服务员。

764. Here is my resume.

这是我的简历。

765. May I ask why you are interested in working at our hotel?

能否问一下，你为何对我们宾馆感兴趣?

766. Because I think I'm fit for receptionist's job. I'm still learning spoken English, you know, There will be a lot of foreigners to your hotel, won't there?

我认为我很适合做接待员，你要知道，我正在学习英语

口语，肯定会有许多外国人来你们宾馆的，不是吗?

767. Certainly.

当然会有。

768. When did you study English?

你何时学的英语，?

769. When I was a student, English happy to be my favorite subject. Graduation, I went on studying spoken English in my spare time.

我上学时，英语是我最喜欢的课程，毕业后，我在业余时间继续学习英语口语。

770. Do you think if there is still any room for improvement in your spoken English?

你是否以为你的英语口语还有提高的余地呢？

771. Sure, I do think so.

确实，我认为是的。

772. Do you think you have a good command of hotel English?

你精通饭店英语吗？

773. Yes, I think so.

我想我是的。

774. Where do you work now?

你现在何处工作？

775. I work at Beijing hotel.

我在北京饭店工作。

776. Can you tell me why you want to leave the present post?

你能告诉我你为什么想要放弃目前的岗位吗？

777. For one thing, I'm desirous of working with a large hotel like yours. I know your hotel is a five-star-grade hotel with a good reputation both at home and abroad. For another thing, my present post does not involve me much in speaking English. I think I will have more opportunities to use English at your hotel.

其一，我想在像你们这样的大宾馆工作。我知道你们宾馆是一家五星级宾馆，在国内外享有盛名。其二，我目前的岗位让我说英语的机会不多，我想在贵宾馆我会有更多机会使用英语。

778. Do you want to work here because you can speak English?

你是因为能说英语才来我们宾馆的吗？

779. No, not just because I can speak English. What I really want is the chance to learn some advanced methods of management from foreign staff members.

不，不只是因为会英语，我真正希望的是要从外国职员那里学到一些先进的管理方法。

Dialogue A

(I = Interviewer 主试人 A = Applicant 申请人)

I: Good morning. Can I help you?

A: Yes. I came about your advertisement for receptionists in the newspaper last week.

I: Oh, yes. Won't you sit down? What's your name?

A: My name is Anhua Zhao.

I: How old are you?

A: I'm twenty-four years old.

I: Have you working anywhere else?

A: Yes, I've been working in the Beauty Restaurant as a fulltime waiter after leaving the occupational school. Here is my resume.

I: Good. May I ask why you are interested in working at our hotel?

A: Because I think I'm fit for a receptionist's job. I'm still learning spoken English, you know. There'll be a lot of foreigners to come to your hotel, won't there?

I: Certainly. When did you study English?

A: When I was a student, English happened to be my favorite subject. After graduation, I went on studying spoken English in my spare time.

I: I see. Do you think if there is still any room for improvement in your Spoken English?

A: Sure, I do think so. But as the old saying goes "Where there is a will, there is a way. I'll do my best to improve my spoken English.

I: Well, that's a good answer. Can you tell me why you want to leave your present post?

A: I'm desirous of leaving my present employer simply because I see no chance of advancement.

I: Do you want to work here because you can speak English?

A: No, not just because I can speak English. What I really want is the chance to learn some advanced methods of management from foreign staff members.

I: We believe you would be able to do the job very well. But as you know, we have dozens of applicants to be answered. We can't reach a final decision until we talked to all applicants being asked to come here.

A: When can I know whether I'm accepted or not?

I: I think we'll send you a letter by early next month if you are wanted.

A: I see. Thank you for your talking with me.

I: Thank you, Mr Zhao, for your interest in our hotel. Good luck to you.

notes 注释

1. Yes, I came about your advertisement for...

是的，我是来应聘……广告的职位的。

这里用 come 过去时多，用 have come 现在完成时少。虽然是刚刚来到，但 come 这一动作已结束，所以用过去式。

2. But as the old saying goes "Where there is a will, there is a way." I'll do my best to improve my spoken English.

但正如一句老话所说：“有志者事竟成”，我将尽力提高我的英语口语。

3. I'm desirous of leaving my present employer simply because I see no chance of advancement.

我离开现在的雇主，仅仅是因为我看不到有提升的机会。

4. But as you know, we have dozens of applicants to be answered.

但你也知道，我们还有几个应征者要面谈。

5. We can't reach a final decision until we talked to all applicants being asked to come here.

我们要在所有被请来面试的都面谈之后，才能做出最后的决定。

6. When can I know whether I'm accepted or not?

我什么时候才能得知我是否被录用了？

7.... if you are wanted.

如果你被录用的话。

8. Good luck to you.

祝你好运。

Words and Expressions

receptionist n. 接待员

occupational a. 职业的

occupational school 职业学校

spare a. 空闲的

five-star-grade 为复合词，星级的，其他如：

a three thousand-word article 一篇三千字的文章

the eighth five-year plan 第八个五年计划

reputation n. 声誉，声望

of good reputation 有名望的

Lesson 42. About the Job of a Front Office Manager 关于前台经理职务

key Sentence (重点句子)

780. Why are you leaving your present job?

你为何要离开现职呢？

781. I'm desirous to leave my present employment so that I can improve my position and have more responsibilities.

我希望离开现职就是为了提高我的职位和获得更多的责任。

782. I'd like you to tell me some of what you've been doing recently.

我想请你告诉我你最近一直在做什么？

783. Every day I go to work on time to guarantee the proper operation of the front desk.

我每天按时上班，以保证前台工作的顺利进行。

784. We accept booking, tell about room rates, find out how the bill will be paid and help the guests to check in and check out. When some guests want to have cancellations, change rooms or extend a reservation, we should always offer our help with courtesy.

我们接受订房、解释房价、看顾客以什么方式结算，帮助顾客入住及结账。如果有顾客要求取消预订、换房间或延长住宿时间，我们总是给予周到服务。

785. In what way do most clients check out?

多数顾客以什么方式结账？

786. Most clients check out by credit card, traveller's cheques or Master card. our hotel doesn't accept personal cheques.

多数顾客用信用卡、旅行支票或万事达卡结账。我们不接受个人支票。

787. How do you deal with a reservation mix-up?

你们如何处理订房出现的差错？

788. If we are booked solid, I would first of all apologize to the clients for this mistake. Then I'll ask them to rest on the chairs while I contact another hotel for them.

如果所有房间都已订完，我先向顾客道歉，然后请他们坐下休息，我为他们另外联系一个宾馆。

789. What would you do if the guest's total bill exceeds the credit limit?

如果顾客的账单超过信用卡限额怎么办？

790. I would ask if the guest is willing to pay the difference by cash. If not, I'll try to get permission from the office which set the limit to extend credit over that amount.

我先征求顾客意见，看他是否愿意用现金支付差价。如果不愿意的话，我就和发卡机关联系，看能不能扩大限额。

791. Why are you interested in working with our hotel?

你为何对我们宾馆工作感兴趣？

792. 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 post.

我过去的经验同这份工作密切相关，我有信心把它做好。因此我很想得到这一职位。

793. Don't you like the work?

你不喜欢那份工作吗？

794. I liked the work. However, the hotel is too small for me to widen my experience.

我喜欢那份工作，但那家宾馆太小了，难以增长我的工作经验。

795. There are not many foreign guests in the hotel. As an English major, I'd like to take a more challenging job. That's the reason why I want to come here for a job.

我们那家宾馆没有多少外国客人，作为一名英语专业的学生，我想做一些更具挑战性的工作。这就是我为什么要来此应聘的原因。

796. How long have you been working there?

你在那儿干多长时间了？

797. I've been working there since 1996.

我从1996年起就在那家宾馆工作。

Dialogue A

(I = Interviewer 主试人 A = Applicant 申请人)

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: I've invited several candidates to come today. You are the first one to have arrived. I hope that the early bird will catch the worm.

A: I hope so.

I: May I have your name?

A: I am Beijiang Zhang.

I: How do you spell your surname?

A: Zhang- Z. H. A. N. G.

I: Now tell me what university you were graduated from.

A: I was graduated from Nanjing University.

I: What was your major in the university?

A: My major is English.

I: No wonder you speak English so fluently.

A: Thank you for your compliment, Sir.

I: Where are you working now?

A: I' m working at Baodao Hotel.

I: I would like you to tell me some of what you have been doing recently.

A: OK. Every day I go to work on time to guarantee the proper operation of the front desk. We accept booking, tell about room rates, find out how the bill will be paid and help the guests to check in and check out. When some guests want to have cancellations, change rooms or extend a reservation, we should always offer our help with courtesy.

I: In what way do most clients check out?

A: Most clients check out by credit card, traveller's cheques or Master Card. Our hotel doesn' t accept personal cheques.

I: How do you deal with a reservation mix-up?

A: If we are booked solid, I would first of all apologize to the clients for this mistake. Then I'll ask them to rest on the chairs while I contact another hotel for them.

I: What would you do if the guest's total bill exceeds the credit limit?

A: I would ask if the guest is willing to pay the difference by cash. If no, I'll try to get permission from the office which set the limit to extend credit over that amount.

I: You seem to have done a good job. Why would you come here to apply for the job?

A: Ours is a small hotel. There are not many foreign guests every year. As an English major, I'd like to take a more challenging job. That's the reason why I want to come and work in your hotel.

I: How long have you been working there?

A: I've been working there since 1996,

I: Could you tell me your expectation in salary?

A: The average salary for department managers is OK.

I: Have you got any other extra requirements?

A: No.

I: We'll grant you a commencing salary of 3,500 Yuan a month. Is that acceptable to you?

A: I think so.

I: How can we contact you about our final decision?

A: You can call me at this number during the work hours.

I: We'll get in touch with you by next Monday. Thank you, Mr. Zhang for your interest in our hotel.

A: Thank you, Mr. Watt. I hope to see you again.

I: I hope so.

notes 注释

1. It's me.

我就是。

2. You are the first one to have arrived. I hope that the early bird will catch the worm.

你是第一个来到的，我希望捷足者会达到目的。

The early bird will catch the worm.

是一句谚语，译为：早起的鸟儿有虫吃。

3. No wonder you speak English so fluently.

难怪你的英语如此流利。

No wonder (that)...

难怪……，……不足为奇，如：

He had made a thorough investigation. No wonder he knew so much about it.

他进行了彻底的调查，无怪他对此事了解很多。

4. Thank you for your compliment, sir.

谢谢你的夸奖，先生。

5. The average salary for department managers is OK.

部门经理的平均工资即可。

Words and Expressions

recently 最近，近来

guarantee v. 保证

the front desk (宾馆的) 前台工作

Front Office Manager 前台经理

room rates 房间价格

check in 登记入住

check out 结账

cancellation n. 取消预订

reservation n. 预留、预订

with courtesy 礼貌地，客气地

client n. 顾客，委托人

credit card 信用卡

traveller's cheque 旅行支票

Master Card 万事达卡

Personal cheque 个人支票

注意：Cheque 在英语中也可拼写为 check。

book solid 客满

exceed v. 超过

compliment n. 赞扬，称赞的话

commencing salary 起薪

get in touch with 与……联系

Lesson 43. About the Job of a Tourist Guide 关于导游职务

Key Sentences (重点句子)

798. Why do you want to be a tour guide?

你为何想当导游呢？

799. I want to be a tour guide because I like to travel and I also like meeting various kinds of people.

我想当导游是因为我喜欢旅游，也喜欢和各式各样的人接触。

800. I think guiding Chinese tourists abroad would be very interesting.

我以为给到国外旅游的中国人当导游肯定很有意思。

801. What courses have you completed at college?

你大学时学的什么课程？

802. In addition to English, I have studied economics of tourism, tourist marketing, tourist psychology, tourist cultures, tourist etiquette science, guiding methods and techniques, vocational ethics of tourism, law of tourism, and so on.

除了英语外，我们学了旅游经济学、旅游市场学、旅游心理学、旅游文化学、旅游礼仪学、导游方法技巧。旅游职业道德与旅游法律等等。

803. Have you learned any other foreign languages other than English?

除了英语，你还学过其他外语吗？

804. Yes, I have learned a little French.

有，我们还学了一点法语。

805. Were you taught by any foreign teachers?

有外教教过你们吗？

806. Yes. Foreign teachers from the United State, Canada , England taught us English at college.

有，上大学不时有来自美国、加拿大。英国的外籍老师给我们上英语课。

807. What are the responsibilities of a tourist guide?

导游的工作职责是什么？

808. A tourist guide must be responsible for arranging and coordinating tour activities, and offering service of transportation, accommodations, sightseeing, shopping and entertainment.

导游员必须安排和协调导游活动，以及为旅游者提供交通、住宿、观光、购物和娱乐等等服务。

Dialogue A

(I = Interviewer 主试人 A = Applicant 申请人)

I: Hello, Mr. Li. Won't you sit down?

A: Thanks a lot.

I: I'm Weimin Liu, the personnel manager. Nice to meet you.

A: How do you do, Mr. Liu? I'm pleased to see you.

I: Now let's start with your identification. Please tell me your full name.

A: My full name is Ming Li.

I: Where do you come from?

A: I come from Guangxi Zhuang Autonomus Region.

I: How many people are there in your family?

A: There are five of us: my grandmother, my parents, and elder sister and me.

I: How do you get along with your sister?

A: We get along very well. She is one year senior to me. When I go during holiday every year, we go boating and mountain-climbing together a lot.

I: Do you think you are quite extroverted or introverted?

A: Well, I always enjoy being with a group of people and chatting with others. But when I come to be reading, I prefer to be by myself. On the whole, I'm quite outgoing.

I: Why do you want to be a tour guide?

A: I like to travel and I also like meeting various kinds of people ,so I think guiding Chinese tourists abroad would be interesting.

I: What courses have you completed at Beijing Institute of Foreign languages for Tourism?

A: In addition to English, I have studied economics of tourism ,tourist marketing, tourist psychology, tourist cultures ,tourist etiquette science , guiding methods and techniques ,vocational ethics of tourism, law of tourism, and so on.

I: Have you learned any other foreign languages other than English?

A: Yes, I have learned a little French and German as well.

I: What are the responsibilities of a tourist guide?

A: A tourist guide must be responsible for arranging and coordinating tour activities, and offering service of transportation , accommodations, sightseeing, shopping and entertainment.

I: Have you ever had any actual experience as a tourist guide?

A: I have a little experience. I guided a few groups of foreign tourist around Beijing last winter vacation. I showed them to the Great Wall, the Imperial Palace, the Ming Tombs, the Temple Of Heaven, and the Summer Palace.

I: Then you may know that it's hard work.

A: Yes, I know. But I don't mind working hard.

I: Have you sat for the National Examinations for Tourist Guides?

A: Yes, I have got a qualification certificate.

I: If we engage you as a guide in Overseas Department, which section do you expect to work in, Asian Section, or European Section, or American Section?

A: I'd like to Work in American Section, for my knowledge of America is better than that of the other continents.

I: Speaking of America, I'd like to ask you a few questions .Which river is the longest one in America?

A: The Mississippi River.

I: can you name large cities in the U. S. ?

A: New York, Washington, San Francisco, Los Angeles, Philadelphia, Boston, Houston, Chicago, only to mention a few among many.

I: What is the Yellowstone National Park famous for?

A: It's well-known for its natural gesysters .

I: In which state is the Grand Canyon?

A: In Arizona.

I: There is a famous tourist attraction between the U. S. And Canada. What is it?

A: Niagara Falls.

I: Well, it seems to me that you won' t fail to answer any questions. Now tell me when you can start to work here.

A: I'll come down to Guangzhou as soon as I receive my diploma and bachelor's degree certificate next month. Perhaps somewhere around July 20.

[: Is there anything you want to ask for?

A: No. I only wish that you could given me a definite answer to my application as soon as possible .If you fail to accept me ,I'll have to secure a position elsewhere.

I: I see. Actually, I can give you a positive answer right here and now: tomorrow I'm going to send a letter of acceptance to your institute. So you can go back to Beijing with ease.

A: Thank you, Mr. Liu, for your kind offer.

I: We'll expect you here next month. See you then.

A: See you later.

Notes 注释

1 Now let's start with your identification .

让我们从你的身份开始。

2 I come from Guangxi Zhuang Autonomous Region.

我来自广西壮族自治区。

3 She is one year senior to me .

她比我年长一岁。

4 But when I come to be reading ,I prefer to be by myself.

当我读书时，我宁愿独处。

5. On the whole ,I'm quite outgoing.

总的来说，我的性格还是比较开朗的。

6 Have you for the National Examinations for Tourist Guides?

你参加过全国导游资格考试吗？

sit for examination 参加考试

7 If we engage you as a guide in Overseas Department, which section do you expect to work in ,Asian Section , or European Section ,or American Section?

如果我们聘你为海外部的导游员的话，你希望在哪个科工作？亚洲科、欧洲科还是美洲科？

8. Speaking of America, ...

谈起美洲，？

9. Perhaps somewhere around July 20.

可能在 7 月 20 号左右。

10. If you fail to accept me ,I'll have to secure a position elsewhere.

如果你们不能录用我，我还得到别处去找工作。

Words and Expressions

identification n.鉴定，身份

autonomous a . 自治的

region n. 地区，区域

extroverted a. 外向的

introverted a. 内向的
outgoing a. 开朗的、外向的
etiquette n. 礼仪, 成规
ethics n. 伦理、道德
transportation n. 交通、运输
transportation n. 膳宿
the Imperial palace 故宫
the Temple of Heaven 天坛
the Summer Palace 颐和园
section n. 部门, 分支
only to mention 仅举几例
natural gesysters n 自然喷泉
the Grand Canyon 大峡谷
Niagara Falls 尼亚加拉瀑布

Lesson 44. About the Job of Head of Claim Department 关于索赔部门主管职务

Key Sentences (重点句子)

809 Did you work in a similar position before?

你以前做过同样的工作吗?

810. Yes. I have been with ABC Insurance Company for four years ,and before that ,I worked with the pacific surveyor company as claim officer.

我在 ABC 保险公司干了四年, 此前在太平洋验货公司做负责索赔的工作。

811, Could you tell me the usual procedures to handle such case?

你能告诉我处理这类案件的一般程序吗?

812 Yes, on the shipper's side ,when the cargos arrived ,all relevant documents will be forwarded to the consignee .Among other things, this party has to check carefully content of the packing list and weight list .When cargos is found to be damaged of shortlanded, this party has to call for a joint survey by representatives of the shipping company and the Insurance agent. Based on the survey report, they will lodge a claim for compensation .

好的, 在发货人方面, 当货物到达时, 所有的文件必须送交给买货人。其中, 当事人必须仔细查阅装箱单及重量单之内容, 一旦发现货物损坏或缺少, 当事人必须召集船务公司及保险公司双方之代表共同查验, 根据查验报告, 即可提出赔偿要求。

813 If you act as our representative what would you do to safeguard our interest?

假设你身为我方代表, 你将怎样做以维护我方利益?

814、I think, first of all, I will ask the consignee to produce survey report on loading , if they can't produce that I suggest them to refer the case to their shipper Meanwhile, bad weather could be a good excuse to refuse the responsibility.

我想, 首先会要求取货人出示装运时的查验报告, 假如他们不能出示, 我建议他们去与寄货人交涉。此外, 不良气候也是可以推卸责任的最佳理由。

815 Are yon able to operate the telex?

你能操作电传机吗?

816, Yes, I used to dispatch telex to shipper and the consignee to inform them change of our schedule and other information..

是的, 我经常向奇货人和取货人发出电传, 通知他们船期的更改及其他消息。

817. Now tell me if you have a good command of both written and spoken English.

请告诉我你的英语口语和书面语是否都很好。

818. When I was at college, I passed Band Six of College English Test .All the foreign business men I've dealt with say my English is quite good .

我上大学时就通过了 学英语六级考试, 所有和找打过交道的外商都说我英语很好。

819. If you are selected in this position, you must Prepare to travel overseas frequently
假如你被录取，你必须准备经常出国旅行。

820. No problem ,I love It. Thank you for granting me the interview.
没问题，我喜欢出差旅行。谢谢您给我这次面试机会。

Dialogue A

(I = Interviewer 主试人 A= Applicant 申请人)

A: Good afternoon, Sir.

I: Gook afternoon. Sit down, please.

A: Thank you.

I: You are Mr. Dongfang Cheng? I am Henry Hudson.

A: Yes. Nice to meet you, Mr. Hudson.

I: To start with, tell me about your education, please.

A: All right. I graduated from Shanghai College of Foreign Trade six years ago. I majored in international trade.

I: Very well .did you work in a similar position before?

A: Yes. I have been with ABC Insurance Company for four years.

I: Could you tell me the usual procedures to handle such case?

A: Yes, on the shipper's side, when the cargos arrived, all relevant documents will be forwarded to the consignee. Among other things, this party had to check carefully content of the packing list and the weight list. When cargos is found to be damaged or shortlanded, this Party has to call for a joint survey by representatives of the shipping company and the insurance agent .Based on the survey report ,they will lodge a claim for compensation.

I: Very good. Now if you act as our representative what would you do to safeguard our interest?

A: I think, first of all, I will ask the consignee to produce survey report on loading, if they can't produce that I suggest them to refer the case to their shipper. Meanwhile ,bad weather could be a good excuse to refuse the responsibility

I: Are you able to operate the telex?

A: Yes, I used to dispatch telex to shipper and their consignee to inform them change of our schedule and other information.

I: Have you travelled a lot in your work?

A: Yes. I have travelled dozens of times abroad. I have been to countries as Thailand, Singapore, Japan, Indonesia, Burma, the Netherands , Deamark, Italy, Germany and England.

I: Now tell me if you have a good command of both written and spoken English.

A: When I was at college, I passed Band six of College English Test. All the foreign business men I have dealt with say my English is quite good .

I: May I ask why you want to change jobs?

A: Because I wish to get a more challenging opportunity at your company.

I: Why are you interested in this company?

A: A friend of mine works here, and he told me about your Company, so I became interested. I think working in this company would provide me with a good opportunity to use my knowledge.

I: What do you know about this company?

A: This company is one of the biggest shipping companies in the world. There are a lot of branches in all parts of the world. with the head office in the USA, Shanghai Office was established four yeas ago.

I: Good. By the way, would you describe yourself as extroverted or more introverted?

A: I think I am quite outgoing. I like cooperation with others ,and getting the job done by working together.

I: Do you have any hobby?

A: Yes, I like sports and music.

I: So far, so good. I think you'd like to know about the remuneration. The starting salary for the head of Claim Department in this company is RMB 5,000 Yuan per month ,and raise are given after six months according to your ability. We provide fringe benefits such as annual bonus, three-week paid vacation a year, and health insurance. Are these satisfactory?

A: Yes, these are quite satisfactory.

I: Do you have any questions about the job?

A: I was told that some of your Chinese employees are sent to the United States to attend the training program provided by the head office. I'd like to know how you choose employees to attend the program.

I: Almost all Chinese employees are eligible to attend the training course, but as the number of trainees at one time is limited ,we select them on their merits.

A: One more question, are there any chances for Chinese employees to be transferred to the head office or other branch offices around the world?

I: Certainly. There would be good chances for you to work overseas, I think, if you are really a capable man. How about the job? Are you really interested?

A: Sure. I'll do my utmost if I am employed by this company.

I: It has been pleasant talking with you, Mr. Cheng. We'll notify you of our final decision within one week.

A: Thank you, Mr. Hudson, for your interview with me. I hope to see you again.

I: Good-bye.

Notes 注释

1. You are Mr.Dongfang Cheng?

你是程东方先生吗?

这句是陈述句语序的疑问句, 读时句本语调上升。

2. I have been to countries as Thailand , Singapore, Japan, Indonesia, Burma, the Netherlands, Denmark , Italy, Germany and England.

我去过的国家有泰国、新加坡、日本、印度尼西亚、缅甸、荷兰、丹麦、意大利、德国和英国。

3. This company is one of the biggest shipping companies in the world. There are a lot of branches in all parts of the world , with the head office in the USA.

贵公司是世界上最大的船务公司之一, 总部在美国, 分支机构遍布世界各地。

4. So far, so good

到目前为止, 一切都很顺利。

5. We provide fringe benefits such as annual bonus ,three-week paid vacation a year , and health Insurance,

我们还提供附加福利, 如年度奖金、每年三周的带薪假日, 以及健康保险。

6. almost all Chinese employees are eligible to attend the training course, but as the number of trainees at one time is limited ,we select them on their merits.

几乎所有中国雇员都有资格参加培训课程, 但由于一次参加培训的人数有限, 我们只好依照他们的业绩来挑选。

7. One more question,...

还有一个问题.....

Words and Expressions

major 主修...

procedure n 程序, 过程

shipper. 寄货人, 发货人

consignee n. 收货人, 受托人

the Packing list 装箱单

the weight list 重量单

cargo n 货物

insurance agent 保险代理人

survey v. n 检查, 调查

survey report 验货报告书

telex n 电传挂号

produce V、拿出, 出示

the head office 总部，总公司

eligible a. 合格的，合适的

on their merits 根据他们的业绩

transfer n. v 转移，调动

Lesson 45. About the Job of a senior Production Planner 关于高级生产管理人员职务

Key Sentences 重点句子

821. Excuse me, is this personnel division?

劳驾，访问这是人事部吗？

822. I came about your advertisement for a senior production planner

我是来应聘你"告的招聘高级生产管理人员的。

823. Is there any still available now?

还有空缺职位吗？

824. Here is my resume.

这是我的简历。

825. What degree do you have now ?

你获得了什么学位？

826. I have the degree of the Master of Applied Mathematics.

我获得了应用数学硕士学位

827. Why are you interested in the position?

你为什么对这一职位感兴趣

828. Because I read your advertisement in the newspaper last week. It says that you need a senior production planner ,Who is fluent in English and good at mathematics. I think I'm fit for the position.

因为我读了你们在上周报纸上的招聘广告，上面说要招一名高级生产企划人员，英语流利并擅长数学.我认为我适合这一职位

829. For the past six years, I've been dealing with foreigners in English so my ability to write and speak English is out of question, and what's more, I'm sure my major would be of great use for the position.

过去的六年中，我一直用英语与外国人打交道，所以我英语口语和书面语的应用能力是不成问题的。此外，我肯定我的所学专业对这一工作一定会很有用处。

830. I'm quite happy in my present work, indeed. But it's known to all yours is a great company of high prestige. I hope I would have more responsibility and improve my position.

我目前的工作还是让我很开心的，真的。但人人都知道贵公司是声名远扬的大公司。我希望能承担更多的责任，找到更好的工作。

831. Excuse me for interrupting, but could you tell me what types of people you like to work with?

请原谅我打断一下，能不能告诉我你喜欢与哪一类人一起工作？

832. To tell you the truth, I can cooperate with various people .People say I'm a good-natured person. But, of course, I especially enjoy working with people who are responsible ,friendly and helpful.

说真话，我能和各种各样的人合作。人们说我是个性子很好的人，但是，当然，我特别喜欢与有责任感.待人友好、乐于助人的人一起工作。

833. What section would you like to work in if you enter this company?

你如果讲入本公司. 你希望在哪个部门工作？

834. I wish to work in the planning department.

我希望在计划部工作

835. What type of work will you expect to do at first?

你希望起初干什么工作？

836. I want to design the corporate identity.

我想设计企业形象。

Dialogue A

(I = Interviewer 主试人 A = Applicant 申请人)

A: Excuse me, is this personnel division?
 I: Yeah. What can I do for you?
 A: I came about your advertisement for a senior production planner. Is there any still available?
 I: Oh, yes. Won't you sit down? What's your surname?
 A: My surname is Lu.
 I: What's your first name, Mr. Liu?
 A: It's Zhiliang.
 I: I'm the director of personnel division of the company Mr. Brown.
 A: How do you do, Mr. Brown?
 I: How do you do, Mr. Liu?
 A: Here is my resume.
 I: Fine. You've been in the US about six years, haven't you?
 A: Yes, I came to study in Princeton University in 1989.
 I: Who was the advisor of your research program ?
 A: Professor Smith.
 I: What degree do you have now?
 A: Master of Applied Mathematics.
 I: Why are you interested in the position?
 A: Because I read your advertisement in the newspaper last week. It says that you need a senior production planner, who is fluent in English and good at mathematics. I think I'm fit for the position. For the past six years, I've been dealing with foreigners in English, so my ability to write and speak English is out of question, and what's more, I'm sure my major would be of great use for the position.
 I: I see. Are you satisfied with your present work in Tulane University?
 A: I'm quite happy in my present work, indeed. But it's known to all yours is a great company of high prestige. I hope I would have more responsibility and improve my position...
 I: Excuse me for interrupting, but could you tell me what types of people you like to work with?
 A: To tell you the truth, I can cooperate with various people. people say I'm a good-natured person. But of course. I especially enjoy working with people who are responsible, friendly and helpful.
 I: That's good. Do you have any particular conditions that you would like our company to take into consideration?
 A: No, nothing in particular.
 I: All right. If we decided to hire you, we'd pay you two thousand and five hundred Yuan a month at the start. You can have Saturdays and Sundays off. Besides, you may have a paid month holiday every year. How do you think about it?
 A: As regards salary, I leave it to you to decide after experience of capacity.
 I: Well, we'll give you our decision in a couple of days. It's a pleasure to talk to you, Mr. Liu.
 A: Thank you, Mr. Brown. I really appreciate your assistance.

Notes 注释

1. I'm the director of personnel division of the company, Mr. Brown.
我是本公司人事部主任布朗。
2. Who was the advisor of your research program?
你的研究项目的导师是谁?
3. Are you satisfied with your present work in Tulane University?
你对目前你在杜兰大学的工作满意吗?
- 4 a great company of high prestige.
一家极具声誉的大公司。
5. No, nothing in particular.
不，没有什么特别的事情。
6. You can have Saturdays and Sundays off.
你星期六、星期天不上班。
7. As regards salary, I leave it to you to decide after experience of capacity.

至于薪水，还是留给你对我的能力了解之后再做决定。

Words and Expressions

Yeah ad. 英语口语，相当于 yes

surname 姓

the States 即 the United States, 美国

advisor n. 导师

out of question 不成问题，毫无疑问

fluent a 流利的

what's more 另外，而且

of great use 具有很大用途

a good-natured person 一个性格很好的人

nature 此处指性格

take into consideration 把……考虑进文

capacity n 能力

Lesson 46. About the Job of a Nurse 关于护士职务

KEY SENTENCE

837. I'm here for an interview as requested.

我是应约前来面试的。

838. Have you brought your credentials?

你带来有关证件了吗？

839. This is my certificate of nurse qualifications.

这是我的护士资格证书。

840. Now tell me something about your professional education.

现在请你谈谈你所接受的专业教育的情况。

841. All right. That nurse school offered such professional course as nursing science, nursing psychology, nursing ethics, internal medicine and its nursing, surgery and its nursing, pediatrics and its nursing, traditional Chinese

好吧，那所护士学校开设了以下专业课程：护理学、护理心理学、护理伦理学、内科及其护理、外科及其护理、儿科及其护理、中医、针灸等等。

842. We also studied some basic courses, such as math, physics, chemistry, etc.

我们还学了其他的基础课程，如数学、物理、化学等。

843. Did you learn English at the nurse school?

你在护士学校学过英语吗？

844. Oh, yes.

是的，学过。

845. And I went on studying English at Chuntian Evening School of Foreign languages for two years after my graduation from the nurse school.

我从护士学校毕业后，又继续在春田外语学校学了两年外语。

846. What section do you work in the hospital?

你在医院哪个科室主工作。

847. I work in Internal Medicine Division.

我在内科工作。

848. What are you responsible for?

你负责什么工作？

849. I am responsible for clinical nursing of patients in Internal Medicine Division. My responsibilities include taking histories, keeping charts, giving injections, administering medication, testing temperature and blood-pressure, preparing patients for treatments, changing sheets and quilts, etc.

我在内科负责病人的临床护理。工作职责包括记载病历、保管给病人拍的片子、打针、给病人服药、测量体温与血压，为病人做好治疗前准备、换被褥等等。

Dialogue A

(I = Interviewer 主试人 A = Applicant 申请人)

A: Is this the office of overseas Labor Department?

I: Yes. Come in please. What can I do for you?

A: I'm here for an interview as requested.

I: You are Miss Yang?

A: That's right.

I: Please take a seat.

A: Thank you, madam.

I: Have you brought your credentials!

A: Yes, here they are. This is my ID Card. This is my diploma .And this is my certificate of nurse qualifications.

I: Let me have a look. Your ID card indicates you were born in 1976.

A: Yes. I'm twenty-three years old.

I: But you look younger than your age.

A: Thanks.

I: Your birthplace is Xingning County of Guangdong. Can you speak Hakka, then?

A: Of course. I was brought up there.

I: Good. Some Singaporean employers can speak Hakka too ,because they are descendants of the Hakka. When did you leave your home town?

A: At the age of fifteen when I was graduated from Junior middle School and admitted into Nurse School of Zhongshan Medical university.

I: Now tell me something about your professional education.

A: All right. That nurse school offered such professional courses as nursing science, nursing psychology, nursing ethics, internal medicine and its nursing, surgery and its nursing, pediatrics and its nursing, traditional Chinese medicine, acupuncture and moxibustion , etc. We also studied some basic courses, such as maths, physics, chemistry, etc.

I: Did you learn English at the nurse school?

A: Yes. I went on to study English at Chuntian Evening School of Foreign languages for two years after my graduation from the nurse school.

I: Your resume says you worked at Zhujiang Hospital for one year. What were you responsible for?

A: I was responsible for clinical nursing of patients in Internal Medicine Division. My responsibilities included taking histories, keeping charts, giving injections, administering medication, testing temperature and blood-pressure, preparing patients for treatments, changing sheets and quilts, etc.

I: Your present work unit is south Hospital. What section do you work in?

A: I work in overseas Section.

I: Wonderful. It is reported in the newspaper that your section has got the honorable title of "Advanced Section" conferred by the Military Commission of the Central committee of the CPC. I think everybody in your section must be great in technical skills and service attitudes.

A: Thank you for your compliment. We are far from perfect.

I: What does your work entail there?

A: I perform rehabilitation nursing. My work involves taking actions according to doctors, helping patients restore their organic functions, training patients in speech and organism, carrying out massage and physiotherapy. I'm also responsible for patients nutrition and diet, and satisfying their personal needs.

I: Have you received any honorable title personally?

A: Yes, I was thrice singled out as an "Advanced Worker".

I: Your resume said you are unmarried. But I wonder if you have a fiance .

A: Oh, no. I'm still young.

I: Do you have any personal interests?

A: Yes, gardening and cooking are my two great interests. I enjoy playing the piano and telling stories as well.

I: Well, considering your qualifications, we believe you would be a suitable candidate. But as you know, we have dozens of applicants to be interviewed. We can not reach a final decision until we talked to all applicants being asked to come here.

A: When can I know whether I am accepted or not?

I: I think we'll send you a letter by early next week, if you are wanted. Or we may give you a call. By the way, have you got a telephone?

A: Yes, my office phone number is 6656327.

I: What's the best time to call you, then?

A: Between four and five in the afternoon, I'm afraid.

I: Thank you for coming, Miss Yang.

A: The pleasure is mine. It's been nice talking with you, madam. Good-bye.

Notes 注释

1. Is this the office of overseas Labor Department?

这里是海外劳务办公室吗?

2. But you look younger than your age.

但你看上去比你的实际年龄要年轻。

3 and admitted into Nurse School of Zhongshan Medical University

被录取到中山医科大学护士学校。

4. I work in overseas Section.

我在海外科工作。

5. We are far from perfect.

我们做得还远远不够。

6. What does your work entail there?

你在那里承担什么工作?

7. I perform rehabilitation nursing. My work involves taking actions according to doctors, helping patients restore their or

我做康复护理工作。包括执行医嘱, 帮助病人恢复肌体功能……

8.... and satisfying their personal needs.

以及满足病人的个人要求。

Words and Expressions

credentials n 凭证

ID card 身份证

Hakka n. 客家人

Singaporean n 新加坡人,

a 新加坡的

pediatrics n. 儿科学, 小儿科

traditional Chinese medicine 中医

acupuncture 针灸

moxibustion n. 艾灸

giving injections 打针

injection 注射

medication 药物, 药剂

Advanced Section 先进科室

confer 授予

entail V. 使承担

perform 完成, 执行

rehabilitation n. 恢复, 复原

restore v 恢复

organic a 器官的, 有机的

organism n 生物体, 有机体

massage V 按摩、推拿

physiotherapy n 理疗

thrice ad. 三次

single out 挑选出

fiance n 未婚夫

suitable a 合适的, 适当的

Lesson 47 About the job a Medical Representative 关于医药代表职务

Key sentence (重点句子)

850. Can you tell me why you would like to work as a medical representative with us?

能否请你告诉我你为什么要到我们这儿来当医药代表?

851. I like kind of job, and your company is one of the most famous pharmaceutical corporations in the world.

我喜欢这项工作。而且, 贵公司是最著名的医药公司之一。

852. Having worked as a paediatrician in the OPD for two years, I want to apply for this position for a change.

在门诊部当了两年儿科医生, 我想换个工作。

853. Well, I enjoy working in different places and meeting new people. That will widen my experience in the work.

我喜欢在不同的地方工作, 与不同的人打交道, 这会增加我的工作经验。

854. What kind of antipyretic do you usually prescribe to children who have got high fever?

你们一般给发高烧的孩子开什么药?

855. Aspirin, Ati-Phen Syrup, Snalets-FR as well as some mixture fixed by our own hospital.

阿斯匹林、安佳热、斯耐普以及我们医院自己配制的合剂。

856. What kind of antibiotics do you usually prescribe to children?

你们一般给孩子开什么抗菌素/

857. We usually use Amoxicillin Syrup and Amoxicillin Oral Suspension BP. They have less side-effect than Tabellae Erythromycini Ethylsuccinatis.

我们一般用再林和阿莫西林。他们的副作用比利君沙要小。

858. What could you do for our company if I hire you?

如果我们雇用你, 对我们公司有什么益处?

859. Having worked in the children's Hospital for two years. I know thoroughly the pharmacology and dosage of various kinds of medicine. I am also familiar with the organizations of hospitals in our country. Could I get the position, it would not be very difficult for me to put forward a plan to promote selling of your medicine.

我在儿科医院工作了两年之后, 对各种药品的药理、剂量有了全面得了解。我对我们国家的医疗机构也很熟悉。如果我被雇用, 提出对贵公司的药品的促销方案对我不难的。

860. Do you mind going on business trip?

你是否介意出差。

861. Definitely not. I enjoy traveling.

当然不会, 我很喜欢出差。

Dialogue A

(I = Interviewer 主持人 A = Applicant 申请人)

I: Good morning. Have your seat please. Was it difficult getting here?

A: Not really. I have prepared for that.

I: May I have your name, please?

A: My name is Ming Liu.

I: Are you married?

A: No, sir. I'm still single.

I: Do you live with your family?

A: No, I rent a flat with one friend.

I: What university did you graduate from?

A: I graduated from Shanshai Medical University.

I: Well, Mr. Liu, can you tell me why you would like to work as a medical representative with us?

A: I like this kind of work, and your company is one of the most famous pharmaceutical corporations in the world. Having worked as a paediatrician in the OPD for two years, I want to apply for this position for a change.

I: What kind of antipyretic do you usually prescribe to children who have got high fever?

A: Aspirin, Anti-Phen Syrup, Snaplets-FR as well as me mixture fixed by our own hospital.

I: What about antibiotics?

A: We usually use Amoxycillin Syrup and Amoxicillin Oral Suspension BP. They have less side-effect than Tabellae Erythromycini Ethylsuccinatis.

I: What could you do for our company if I hire you?

A: Having worked in the Children's Hospital for two years, I know thoroughly the pharmacology and dosage of various kinds of medicine. I am also familiar with the organizations of hospitals in our country. Could I get the position, it would not be very difficult for me to put forward a plan to promote selling of your medicine.

I: Don't you think it a pity for you to leave your present hospital?

A: It is a pity to some extent. I have learned much in this hospital. But I would like to try a different kind of life. I prefer to be on the ball. By the way, could you tell me something about insurance and things like that?

I: Every incumbent in our company enjoys life insurance, unemployment insurance and a decent pension after serving for 20 year here. Our employees also enjoy free medical service.

A: I see.

I: Do you mind going on business trip?

A: Definitely not. I enjoy traveling.

I: Well, the next thing I must do is to take up your reference.

A: Take up my references?

I: Yes, it's a rule of the firm. What I mean is this: we always ask your present employer for a report on your work.

A: Do all firm do that?

I: Oh, yes, it's normal business practice. Now I see from your application form that Mr. He is your present leader.

A: Yes, he is.

I: Then I'll ask him to give you a reference. I'll write to you within a day or two.

A: I shall look forward to hearing from you. Good-bye.

I: Good-bye.

Notes 注释

1. Have your seat, please.
请坐。

2. medical representative
医药代表

3. I have prepared for that.
我预备了充足的交通时间。

4. It's a pity to some extent.
在一定程度上说是很可惜。

5. But I would like to try a different kind of life. I prefer to be on the ball.
但是我想尝试另外一种生活，一种忙碌的生活。

6. Insurance and things like that?

保险之类的福利？

7. Every incumbent in our company enjoys life insurance, unemployment insurance and a decent pension after serving for 20 year here.

我们公司的每一位职员都享受人身保险、失业保险。为本公司工作了 20 年以上的职员还享受一份丰厚的养老金。

8. Take up my references?

对我的情况进行咨询？

9. Yes, it's a rule of the firm.

对，这是公司的惯例。

10. What I mean is this....

我的意思是……

11. Oh, yes, it's a normal business practice.

噢，是的，这是正常的业务惯例。

12. Then I'll ask him to give you a reference.

那么我将请他对你的情况提供介绍。

13. Could I get the position...

这句为例装结构，等于 if I could get the position……

Words and Expressions

representative n. 代表，代理人

pharmaceutical a. 医药的

corporation n. 法人，股份有限公司

paediatrician n. 儿科医生

OPD: Out Patient Department 门诊部

antipyretic n. 退烧药，解热剂

prescribe 开处方

syrup n. 糖浆 开处方

promote V. 促进，提高

prefer 宁愿

insurance n. 保险

antibiotic n. 抗菌素，抗生素

side-effect n. 副作用

pharmacology n. 药理学，药物学

dosage n. 剂量，用量

incumbent n. 任职者

Pension n. 年金，养老金