

HOW TO ANSWER: MASTERING ENGLISH INTERVIEWS

[美] 克里斯托弗·亚历山大·帕森斯 著

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我们不仅要与您讨论外企面试者要问的问题，而且还提供给您期待的答案。

这本书是专门为有信心在英语外企里谋职以及为获得签证前往海外发展的中国人而撰写。虽然在书中主要使用英语，但其它国家如：英国、澳大利亚和加拿大等国家的习俗和规则也同样提及。

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精通英语面试

**HOW TO ANSWER:
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[美] 克里斯托弗·亚历山大·帕森斯
(*Christopher A. Parsons*) 著
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作者简介

克里斯托弗·亚历山大·帕森斯,又名“美国先生”,已在中国从事教育工作五年之久。做为一名颇具幽默感的音乐家、动作电影制片人和诗歌爱好者,他对中国古诗情有独钟,在没有人请他朗诵的时候也会情不自禁地当众大声吟诵。他最喜爱的诗人是唐朝的李白。

“美国先生”出生在纽约。曾在美国多个城市居住过,足迹遍及许多伟大的国家并学习它们非常优秀的语言和文化。很久以前,他就知道教师这一行业充满艰辛,但也会有收获,并坚信人们会从好的书本中学到知识。在中国居住期间,“美国先生”以一年一本的速度共写了五本书,涉及的内容主要是友谊,消除敌意和疯狂的人群。

幽默的“美国先生”属猴,有着一个老外的大鼻子,像大猩猩一样好动。他喜欢和朋友一起享受艺术,相信“艺术要比敌意更持久”。

About Author

Christopher Alexander Parsons, also known as Mister America, has been teaching and learning in China for 5 years. Mister America is a humorous musician, an action filmmaker and an avid fan of poetry. He often recites ancient Chinese poetry, even when no one asks him too. His favorite Tang Dynasty poet is Li Bai the drunkard.

Mister America was born in New York, but has lived in many cities across the USA. He has traveled to and worked in many great countries, studying keen languages and kind cultures. He learned early that a teacher's path is a hard life, but a life full of rewards. He believes that teaching is caring professionally, and feels that most people can learn though enjoying novels. Mister America has written five novels, one for every year he was in China. Most of his stories are about friendship, fighting hatred, and crazy people.

The humorous author, with a very big nose, was born in the year of the monkey, and is as playful as an orangutan. He enjoys creating art with his friends most of all, and believes beyond a shadow of a doubt that "Art Will Outlast Hatred."

引 言

你好 - How are you! 我是来自著名电视节目的“美国先生”,在这儿我将帮你学习如何用英语回答——How to Answer in English。

经常让我吃惊的是许多聪明的中国朋友非常努力地学习英语,而我的工作就是帮助观众来学习英语。阅读本书,你也会从中受益。现在市场上许多的英语教材要么太旧,要么写得不好。为了让你更轻松,更快捷地学习商业英语,我和我的美国教授朋友们一起编写了这本书——

How To Answer: Mastering English Interviews

本书将教给你有用的商业英语,帮你准备外企面试,同时也会指导你如何准备大使馆的出国签证面试。对于大多数中国人来讲,他们并不知晓西方面试中的习惯,而如果你想得到工作的话,这些习惯又是非常重要的。本书会给你充分的解释,既适合个人学习之用,也适合于课堂辅导之用。书后附有教师大纲。希望你能从轻松有趣的学习中学会如何用英语回答——How to Answer in English. 再见。

美国先生

Introduction

Ni – How are you? I am Mister America from the famous TV show. I am here to help you learn How To Answer in English.

It always impresses me that so many of my diligent Chinese friends are studying so hard to learn English. Part of my job on TV is to help my listeners learn English. Helping my listeners is a great part of the job. This book will also help you. Many of the English text books on the market are too old or poorly written. To help you learn Business English in a fun and quick way, my American professor friends and I have put together this text book – – How To Answer, Mastering the English Interviews.

This book, CD and cassettes will teach you useful business English while also preparing you for an interview with a foreign company. In addition it will instruct you on how to interview with a foreign embassy to go abroad. Many of the customs of the western interview are unknown to most Chinese. Such interview customs are extremely important if you want to get the job. Pay attention to this book and you will do well. It is set up for solo learning as well as for classroom situations. So sit back and get ready to learn in a fun way. We will inform and entertain, while you actively learn how to answer in English! The teachers syllabus is in the back! Bye for now,
Mister America

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第一篇

面试基本知识介绍

UNIT ONE:

Introduction to The Basic Interview

INTERVIEW	面 试
CONFERENCE	会 谈
QUESTIONING	提 问
EVALUATION	评 价
APPRAISAL	评 估
MEETING	会 见
INQUIRY	询 问
TALK	谈 话
CHAT	闲 聊

NEW WORDS:



1. Atmosphere: your surroundings
2. Computer Revolution: the rise of computer's use
3. Counterpart: someone who does the same thing as you in a different place
4. Dead End Street: a road that has no exit
5. Information Superhighway: the World Wide Web.
6. Managerial Position: a job as manager or leader
7. Productive: good for everyone
8. Surf (the Internet): to look through
9. Synonyms: words that have the same meanings
10. Two - way Communication: An equal conversation between two people

Rule: Always say more than YES or NO. ALWAYS.

Example 1: "Do you understand?"

"Yes, I understand."



In all interactions, particularly any kind of interview, an atmosphere of TWO - WAY communication must be reinforced. Let others know more about you in the interview!

If you just say YES while answering a question, you end an AVENUE of conversation. Do not travel into a DEAD END STREET. Say more than yes or no. When studying English, if you are asked a question, it will help you to incorporate the entire question into the answer.

Example 2: Q: Can you operate a computer?

A: Yes, I can operate a computer.

Now you are open to say more about your computer skills.

Example 3: Q: Can you operate a computer?

A: Yes, I can operate many computer systems, such as Power Point, CAD, Word Perfect and various Internet programs.

Here is another example.

Example 4: Q: Have you ever held a managerial position.

A: No, until now, I have not held a managerial position, but I have often assisted my former employer in the hiring of new workers.

Saying more shows your personal strengths through describing productive experiences.

In addition, learn the many ways to say YES and NO, and their slightly different meanings. Below are various synonyms of YES and NO that are more PROFESSIONAL and SPECIFIC than YES or NO by themselves.

YES

Of course (means obviously yes)

No doubt about it (a clear yes)
positively (a strong yes)

That's right (an agreeing yes)

You are correct (an agreeing yes)

Anything for you (an extremely kind yes)

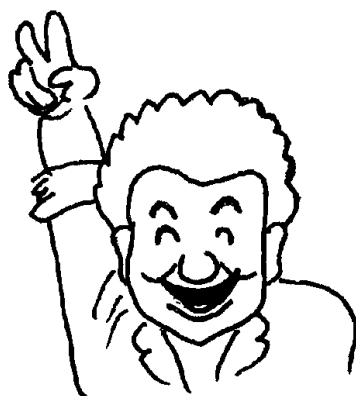
I would be glad to (shows your willingness)

I'd be happy to (shows you are agreeable)

No question about it, (a definitely yes)

No problem

Sure



NO

I have never had that opportunity, but I will like to try in the future (shows you are willing to learn)

I would be glad to, but... (explains why not)

I am sorry, but... (expresses regret)

Unfortunately not

Absolutely not (strong no)

Of course not (obviously no)

Out of the question (definitely no way)

In your dreams (a funny no, but not polite)

When using the above Synonyms for YES and NO, you can put two or three of them together to stress your position. For example:



Example 5: Q: Were you ever given a promotion at your former workplace?

A: Yes, of course, positively. I earned a ten percent pay – raise when I was promoted to Department Manager after two years of employment.

Example 6: Q: If I give you the job, would you be willing to start this week?

A: Sorry, I would like to, but my last contract won't be finished for another two weeks. Although, I would be glad to start after that.

生词

1. Atmosphere: 气氛, 指您的环境
2. Computer Revolution: 计算机革命, 指计算机应用的兴起
3. Counterpart: 对手
4. Dead End Street: 死胡同
5. Information Superhighway: 信息高速公路(3W)
6. Managerial Position: 经理职位
7. Productive: 卓有成效的, 对人人都有好处的
8. Surf (the Internet): 查找(互联网络)
9. Synonyms: 同义词
10. Two - Way Communication: 双向交流

规则: 不要只回答 YES 或 NO, 不论什么场合。

例 1. “你明白了吗?”

“是的, 我明白了。”

在相互交往中, 尤其是在各种形式的面试中, 应争取营造一个双向交流的氛围, 让面试者在面试中更多地了解你。如果你只简单地回答: “YES”, 那么你就等于封住了谈话的林荫大道。切记不要只简单地回答 “YES” 或 “NO”, 以免走进死胡同。在学习英语时, 我们都有过这样的经验, 即在回答一个问题时, 把问题溶进答句里, 这样对学习很有帮助。

例 2. Q: “你会操作电脑吗?”

A: “是的, 我会操作电脑。”

这样就为进一步谈论你的电脑操作技术打开了通道。

例 3. Q: “你会操作电脑吗?”

A: “是的, 我会操作许多电脑系统, 如 Power Point, CAD, 文字处理和各种 Internet 程序。”

这又是一个例子。

例 4. Q: “你做过经理吗?”

A: “不, 至今还没有, 但我却经常协助我的老板工作。”

多说些, 通过讲述一些卓有成效的经验来显示个人实力。

除此以外,还要学习 YES 和 NO 的多种说法和它们之间的细微含义区别。以下是一些比 YES 或 NO 本身更专业、更具体的说法。

YES:

Of course (语气明显的 Yes)
No doubt about it (语气清楚的 Yes)
Positively (语气强烈的 Yes)
That's right (表示同意的 Yes)
You are correct (表示同意的 Yes)
Anything for you (比较特殊的 Yes)
I would be glad to (表达个人的意愿)
I'd be happy to (表明同意)
No question about it (语气明确的 Yes)
No problem
Sure

NO:

I have never had that opportunity, but I will like to try in the future. (表明自己愿意学习)
I would be glad to, but... (解释原因)
I am sorry, but... (表示遗憾)
Unfortunately not
Absolutely not (语气强烈的 No)
Of course not (语气明显的 No)
Out of question (语气明确,表明不)
In your dreams (语气幽默,但不礼貌)

在使用上述同义语时,还可以把其中两个或三个组合在一起使用,以强调你的立场。例如:

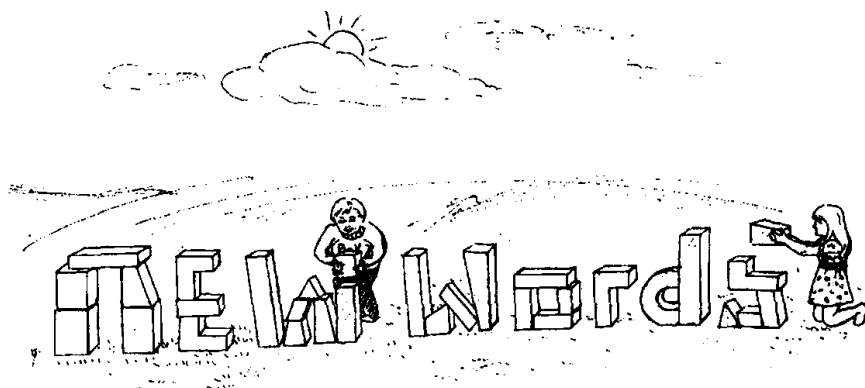
例 5.Q: “你在前一个职位获得过晋升吗?”

A: “是的,当然。我在被提升为部门经理时,薪水增长了 10%。”

例 6.Q: “如果你被录用,本周可以上班吗?”

A: “对不起,我倒希望本周上班,可我与现在公司的合同还有两周才到期,两周后我才能上班。”

NEW WORDS:



COMPANY =

BUSINESS

JOB

CORPORATION

FIRM

SYNDICATE

CONGLOMERATE

OUTFIT

ENTERPRISE

EMPLOYMENT

Know the company. KNOW THE COMPANY LIKE THE BACK OF YOUR HAND; understand every aspect of the company. Find out everything you can about the business you want to interview for.

What is it exactly that they do? What do they sell, if anything? What services does the company provide? Where can you help them best? How long have they BEEN AROUND (how many years in operation)? Have they always worked with the same goods or products? How many offices do they have? Where are those offices? Who is the Chief Executive Officer (CEO)? Are they owned by another firm? What languages are spoken in the offices? Who is their Chinese counterpart?

If a company has simple letter abbreviations, what does it stand for? For example, IBM is International Business Machines. EDS is Electronic Digital Systems. FESCO is Foreign Enterprises Service Corporation of Beijing.

Most large businesses publish monthly or quarterly reports on their progress and growth. In addition, with the computer revolution upon us, many companies have web sites on the Information Superhighway (the World Wide Web, the Internet).

If you can SURF (look through) the Internet, this is a great way to get to know the company. And look for new jobs. As you are collecting data on the company you want to interview for, you should also be collecting questions you want to ask the company. At the interview you will want to show that you know the company.

The best way to show your knowledge of the company is ask relevant, PRODUCTIVE (useful) questions. Ask meaningful questions. It is best to ask at least three questions.

生词

COMPANY: 公司

BUSINESS: 业务

JOB: 工作

CORPORATION: 公司, 企业

FIRM: 公司

SYNDICATE: 辛迪加

CONGLOMERATE: 集团公司

OUTFIT: 全体员工

ENTERPRISE: 企业

EMPLOYMENT: 就业

了解你的公司。对你要求职的公司要像对自己的手背一样了解它的方方面面。对自己将要从事的业务也应如此。公司到底在做什么？他们买什么，卖什么？公司提供何种服务？你最适合哪一种？公司的历史如何？他们是否在经营着同一种产品？公司有多少机构？他们分布何处？谁是最高执行官？公司的营业场所是否属于租赁？公司里使用何种语言？公司的中国对手是谁？

如果公司名称是缩略字母组合，那么你要知道它们代表什么。例如：IBM 代表国际商用机器公司，EDS 代表电子数字系统，FESCO 代表北京外企服务公司。

许多实力雄厚的公司每月或每季度都要公开其企业的进步和成绩。此外，由于计算机革命的发展，许多公司都已成为全球通网络上的网员。

如果你会使用 Internet 查寻，你会发现这是你获得有关公司信息的一个很好途径。在搜索你要谋职的公司的信息的同时，你还应准备一些你想问的问题。面试时，你要表达自己对该公司很了解。

表示你对这个公司很了解的最佳方式是问一些相关的且有用的问题。最好得问三个以上的问题。

NEW WORDS:



DIALOGUES =

DISCUSSION

TALK

CONFERENCE

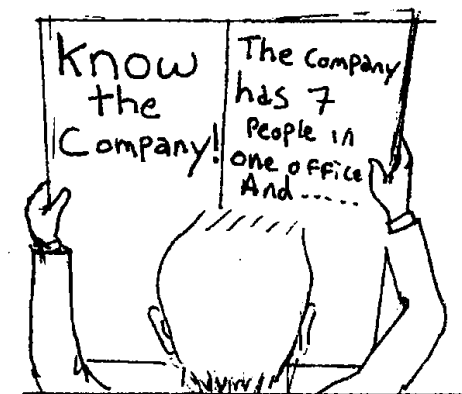
SPEECH

SHARING

CONVERSATION

TALK

CHAT



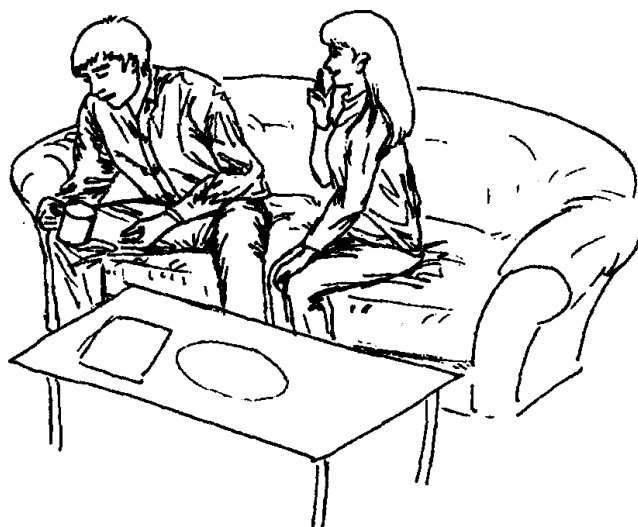
THE BASIC INTERVIEW DIALOGUE:

While you talk with the interviewer always face him or her and keep your eyes looking at the interviewer's eyes. Your feet and face should be directly opposite of the employer's eyes and feet.

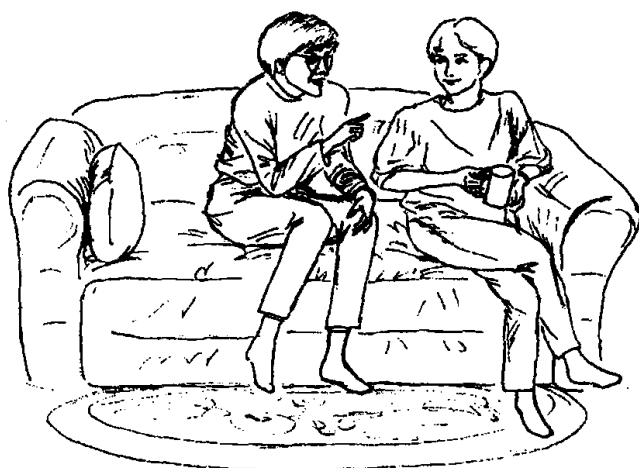


For example look at these pictures:

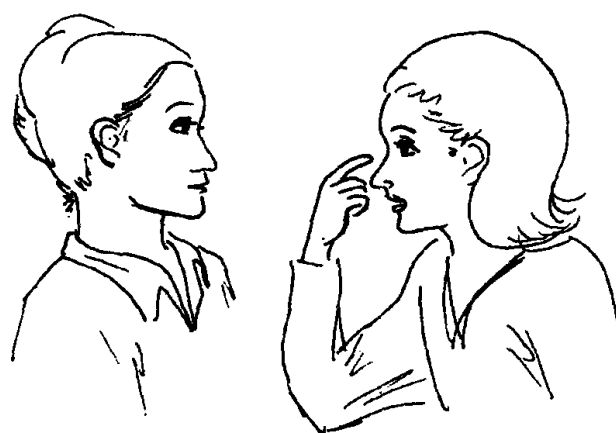
No eye contact



still wrong



look at me!



best — — — — great

Interview #1

American Interviewer Mr. Jones (The Big Boss): Welcome to the ABC HOUSE company.

Chinese job seeker JOE HO: Thank you. (While shaking hands) My name is Joe Ho, and I'm here about a position in sales.

Mr. Jones: Nice to meet you, I am the Mr. Jones. Please have a seat.

精通英语面试

Joe Ho: Thank you very much.

Mr. Jones: Why did you quit your last job?

Joe Ho: It was a small company with no future. Your company, however, is growing extremely quickly in very productive directions.

Mr. Jones: Do you feel you are a good worker?

Joe Ho: I certainly do feel I am a good worker. As you can see from my RESUME, I have often been the best employee of the month.

Mr. Jones: What did you do at your last job?

Joe Ho: I sold all kinds of cars, automobiles, motorcycles and trucks.

Mr. Jones: Did you enjoy your job?

Joe Ho: Always, of course. I enjoyed helping my customers best of all. I was happy when they were happy.

Mr. Jones: So why do you want to sell houses now?

Joe Ho: I want to sell houses because they are the way of the future in Beijing. Lately, many families are looking to buy a good house but need a friendly, intelligent salesperson to help them. I believe my experience with people, my hard work and motivation make me perfect for this job.

Mr. Jones: What are your personal strengths?

Joe Ho: I work well with others and I am a committed friend. I believe customers should be treated like friends.

Mr. Jones: What is your greatest weakness?

Joe Ho: Although I have had many foreign customers and teachers, I have never been

abroad to study English. I believe this is my greatest weakness. However, I hope to improve my English in the near future.

Mr. Jones: Would you be willing to go abroad for English and Sales training?

Joe Ho: It would be my pleasure to go abroad to study English and Sales.

Mr. Jones: Great. Do you have any questions for us?

Joe Ho: Yes, I have 3 questions. First, I know that ABC sells houses, but what did you used to sell?

Mr. Jones: We started off by selling garden houses. We still sell them sometimes.

Joe Ho: How long would our employment contract be for?

Mr. Jones: We ask our employees to sign two – year contracts.

Joe Ho: One last question. Seeing my work experience and motivation, if I got the job, what salary could I expect?

Mr. Jones: If you get the job, you will earn two thousand RMB a month plus commission (a percentage of what you sell).

Joe Ho: (While shaking hands) Thank you sir. I hope I have the chance to work with you in the future.

Mr. Jones: And thank you for your time, Joe Ho. Good – bye.

Time for book work:

Periodically you will be asked to complete little fun and educational ACTIVITIES that are designed to refine necessary English and interviewing skills. Your BEST BET is to view these as games. Relax with them, as your goal is to relax with the interviewer.

ACTIVITY # 1: SYNONYMS (words with the same meanings):

PROCEDURE:

1) List as many synonyms to the following words as you can. First use only words from



OFF THE TOP OF YOUR HEAD (from memory).

2) Use a THESAURUS or DICTIONARY to find some more synonyms for the same words.

3) Do your best to use the new words in your NORMAL SPEECH and during the interview.

EXAMPLE: BRIGHT

Synonyms for BRIGHT include: clever, smart, radiant, sunny, imaginative, dazzling, shining...

HINT: Understand the FORM of the original word before you look for a synonym. For example, the word BRIGHT is an ADJECTIVE, so look for other ADJECTIVES to match it. In another example, MONEY is a NOUN, so look for other NOUNS to match it (such as cash, currency, dough, bucks).

WORD LIST ONE: Energetic, Large, Kind, Career, Successfully, Job, Dedication, Boss, and Quickly. (Find at least 8 synonyms for each of these words)

USES: This activity will improve your English vocabulary, while giving you confidence and helping you sound more professional. If you use only simple words like good, yes, no, smart, the interviewer will think your English is limited.

生词

DIALOGUES: 对话

DISCUSSION: 谈论, 讨论

TALK: 谈话

CONFERENCE: 会谈

SPEECH: 谈话, 讲演

SHARING: 共同的观点

CONVERSATION: 谈话

CHAT: 聊天

基本的面试对话:

当你面试时, 眼睛要始终看着面试者的眼睛, 同时你的头和脚也应正对着面试者的头和脚。

面试场面

美国面试人 The Mr Jones: ABC 房产公司欢迎你。

中国一位叫 Joe Ho 的求职者: 谢谢。(一边握手) 我叫 Joe Ho, 我想应聘销售职务。

Mr Jones: 很高兴见到你, 我是 Mr Jones。请坐。

Joe Ho: 非常感谢你。

Mr Jones: 你为何要放弃原先的工作?

Joe Ho: 那是个小公司, 没前途, 而贵公司正朝气蓬勃地发展着。

Mr Jones: 你认为你是个合格的职员吗?

Joe Ho: 我当然觉得自己是一个合格的职员。你从简历上可以发现, 我一直是“月度最佳职员”。

Mr Jones: 你在原公司干什么工作?

Joe Ho: 我销售各种汽车, 如轿车、摩托车和卡车。

Mr Jones: 你喜欢你的工作吗?

Joe Ho: 当然, 一直都很喜欢, 我喜欢竭尽全力帮助我的客户, 他们高兴时我也感到高兴。

Mr Jones: 那么, 你现在为什么想搞房产销售呢?

Joe Ho: 我想搞房产销售是由于这个行业未来在北京将看好。最近, 许多家庭都在求购高档住房, 而且他们需要一个热情、聪慧的销售员来帮忙。我相信, 基于我与人打交道的工作经验, 再加上我的努力工作和进取精神, 我一定很适合这份工作。

Mr Jones: 你的特长是什么?

Joe Ho: 我能与人融洽相处, 我是一个值得信赖的朋友。我认为应该以对待朋友的方式来对待客户。Mr Jones: 你最大的弱点是什么?

精通英语面试

Joe Ho: 尽管我有许多外国客户和老师,但我从未到国外去深造过英语。我认为这是我的最大弱点,我希望在近期内提高英语水平。

Mr Jones: 你愿意出国进行英语和销售培训吗?

Joe Ho: 能够出国学习英语和销售知识,我深感荣幸。

Mr Jones: 很好。你有什么问题要问我们吗?

Joe Ho: 我有 3 个问题。我知道 ABC 公司现在出售房产,但贵公司以前销售什么?

Mr Jones: 我们是从销售花园式住宅起家的,我们有时还做这种销售。

Joe Ho: 我们的合同有效期为多长时间?

Mr Jones: 我们要求雇员签定两年一期的合同。

Joe Ho: 还有最后一个问题。鉴于我的工作经验和进取精神,如果我被录用,我的工资情况怎样?

Mr Jones: 如果你被录用,你将得到每月 2000 元人民币的薪水,另加佣金(即你销售额中的一部分)

Joe Ho: (一边握手)谢谢你。我希望以后能有机会与你一起合作。

Mr Jones: 谢谢你,占用你这么多时间,Joe Ho,再见!

活动:

有时面试人可能会要求你做些小游戏或智力活动,目的在于提高你的英语水平和面试技巧,你最好把这些活动当作游戏。放松你自己,你的目标就是和面试人一起放松。

训练 1. 同义词

步骤:

- 1) 给下列词语找出尽可能多的同义词,开始时只凭记忆。
- 2) 借助一本词库或词典寻找更好的同义词。
- 3) 尽最大努力在你的正常生活和面试中使用这些词。

例如: Bright

同义词包括: clever, smart, radiant, sunny, imaginative, dazzling, shining...

提示: 在寻找同义词前先弄清楚主词的词性。

例如: Bright 是个形容词,那么你就专找形容词。Money 是名词,你就专找名词(如 cash, currency, dough, bucks)。

单词表 1: Energetic, Large, Kind, Career, Successfully, Job, Dedication, Boss, Quickly (对每个单词至少找出 8 个同义词)

应用: 这种活动可以帮你增加信心,使你听起来更成熟,而且还可以增长你的词汇量。如果说些简单的字,如: “good, yes, no, smart” 之类的词,面试人会认为你的英语水平有限。

第二篇

面试中有关薪水和文化的问题

UNIT TWO

Money and Culture of the Interview

SALARY =

PAY

WAGES

INCOME

EARNINGS

TAKE HOME

MONEY =

CASH

FUNDS

BUCKS

COINAGE

GREENBACKS

BREAD

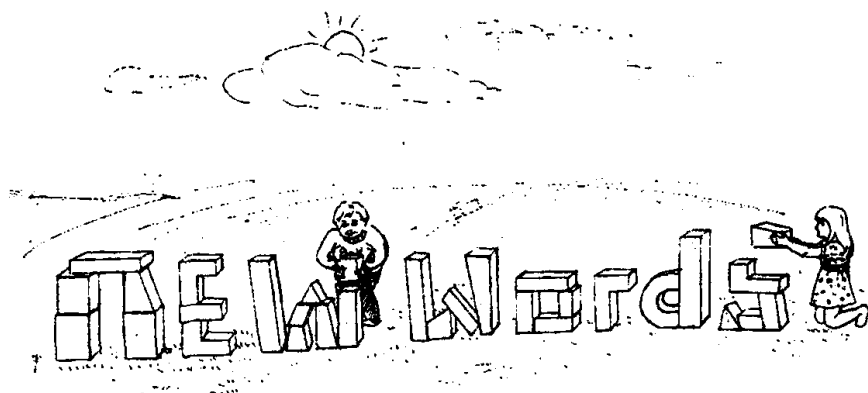
DOUGH

CURRENCY

DOLLARS



NEW WORDS:



1. Bargain: (verb) to argue over the price / (noun) sth. cheap
2. Best bet: the wisest choice
3. Delicate: something easily broken
4. Entire (body): the whole (body)
5. First Impression: how you feel about a person when you just meet him
6. Jerk: to pull quickly or yank
7. Motivation: something that makes you want to work
8. Normally: usually, most of the time
9. Personal Strengths: good things about you that are not on your Resume
10. Relevant: important now

QUESTION # 1: "CAN I ASK ABOUT SALARY?"

Money is certainly important and relevant. Sure, we all want more and more money, but the way in which you ask this delicate question is very important. Your BEST BET (best choice) is to save this question for last.

First demonstrate that you KNOW THE COMPANY, present your personal and professional strengths, then inquire as to the salary you can expect for your position.

You should ask, "SEEING MY EXPERIENCE AND MOTIVATION , WHAT STARTING SALARY COULD I EXPECT?"

Keep in mind (remember) that normally it is considered impolite to ask the interviewer about his/her salary.

Often the interviewer will ask you what salary you expect.

"How much do you think my company should pay you?"

Often the interviewer will ask you what salary you expect.

"How much do you think my company should pay you?"

To answer this question you must carefully weigh your last salary and how much extra work and responsibility you expect in your new position. **THE INTERVIEWER IS NOT A BANANA DEALER.** Do not try to bargain.

State your educated suggestion, then let the interviewer give you an offer. Too much bargaining will prove you are only out for money, while caring little about the company. This is **NOT** professional. The best thing to do is take your last salary and add about twenty percent to it.

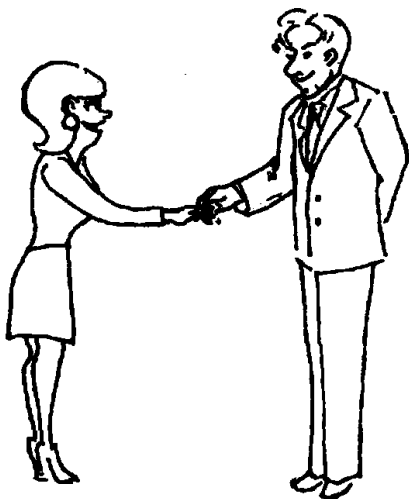
Example 7: If you made 3, 000 RMB a month as a secretary at a Chinese company, ask for 4, 000 RMB at the new foreign company, Remember, you are worth every penny, because you are a great worker!

BE AWARE THAT SOME FOREIGN COMPANIES PAY THEIR EMPLOYEES IN AMERICAN DOLLARS, SO BE SURE TO ASK ABOUT THIS.

BODY LANGUAGE AND HANDSHAKES.

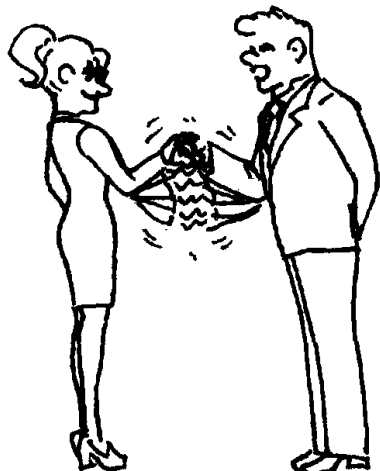
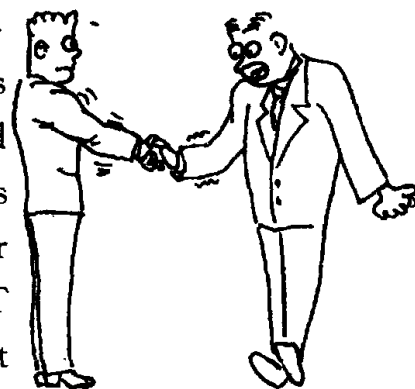
The single most important body language (speaking without words) in the interview is the handshake. In the West it is customary to state your name as you shake the hand of the interviewer. How, and how long you shake hands is very important as this polite touching of the hands is an important part of the first impression. As you know, many people are judged by first impressions, so be sure to make a good one that shows you are hard working and professional.

To do this you must pick a handshake that is also professional. Examine and remember the handshakes below.



1. **THE FISH HANDSHAKE:** a very, very, very soft touch of the interviewer's hand. The FISH handshake shows fear and lack of confidence. This is NOT professional. In addition it shows you are weak and not assertive. You must present yourself as an able worker who works well with others, so do NOT use the FISH handshake.

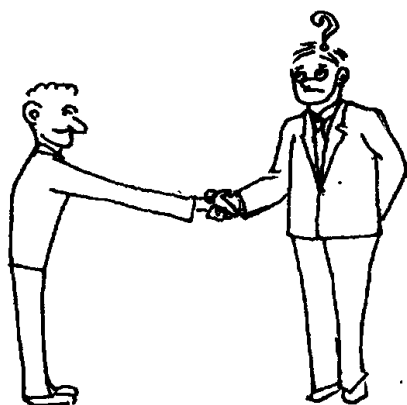
2. **THE ARNOLD SWARZENEGGER HANDSHAKE:** a hard, hard squeeze of the interviewer's hand. The ARNOLD handshake shows that you are trying too hard to get the job. This is NOT professional. It also shows fear and is extremely unfriendly. It may even make the interviewer afraid or uncomfortable, in which case she/he will definitely say: "DON'T CALL US WE WILL CALL YOU!" (This means they do not want you at their company.)



3. **THE PULL AND JERK HANDSHAKE:** a yanking, or pulling of the interviewer's entire arm, moving their entire body. This is NOT professional. The PULL AND JERK handshake is made for when you see an old friend after a long time apart. Although it shows you are friendly, it expresses that you can not handle yourself in a business manner. It has NO place in the interview.

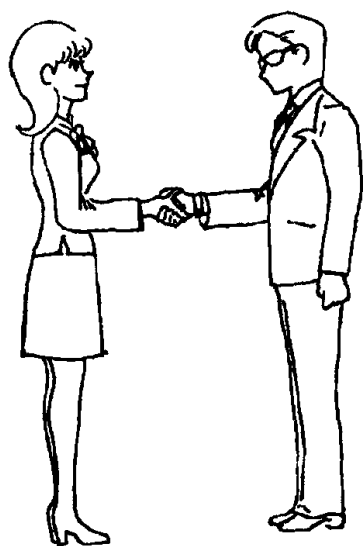
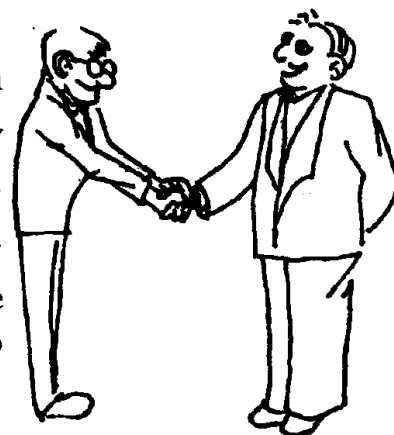
4. **THE TWO - HANDED HANDSHAKE:** when you use two hands to grab the interviewer's one hand. This is NOT professional. It is true that it shows kindness and affection, but it gives the feeling that you are taking care of the interviewer like a mother takes care for a baby. In China, the TWO - HANDED handshake is a very common between family members and friends, but it has NO place in the interview.





5. THE FAR AWAY HANDSHAKE: where you extend your arm out as far as you can to grab the interviewer's hand before he/she lifts it. This is not professional. The FAR AWAY handshake expresses that you are too anxious and afraid. By extending your arm out, you keep the interviewer away, making him/her think you do not like or trust them. Trust is important in a professional business. Never use this handshake.

6. THE LONG HOLD AND PUMP HANDSHAKE: When you hold the interviewer's hand for a long time, occasionally pumping or quickly squeezing the palm. This is NOT professional. These actions show that you are overly nervous. Being too nervous at an interview is a sign that you are not able to do the job. Do not use the LONG HOLD AND PUMP handshake.



7. THE PROFESSIONAL HANDSHAKE: where you shake the interviewer's hand firmly as you look him/her in the eye, while stating your name proudly.

Even women should have a firm, but not TOO firm handshake. A firm handshake shows that you are serious and professional about your occupation. Take the interviewer's hand when it is extended to you. Leave your arm at an L (90 degree angle). Shake twice, firmly, then let the hand drop away. The PROFESSIONAL handshake will create a business atmosphere of trust and equality. Your confidence will show that you are able and willing to do any job. This is the best way to make a good first impression. Always use the Professional handshake.

生词

1. Bargain: 讨价还价
2. Best bet: 明智的选择
3. Delicate: 脆弱的, 易碎的
4. Entire (body): 整体
5. First Impression: 第一印象
6. Jerk: 拽
7. Motivation: 动机
8. Normally: 通常
9. Personal Strengths: 个人特长, 个人优势
10. Relevant: 相关的, 有关的

第一个问题: “我可以问一下工资情况吗?”

钱当然很重要, 而且人人都关心这一问题。我们当然都希望钱越多越好, 但是, 你询问这一敏感问题的方式也十分重要。你的最佳选择是把这个问题放到最后再谈。首先, 你应该表示你很了解该公司, 说明你自己的个人特长和职业优势, 然后再去询问按你的职务该得到怎样的报酬。

你应该这样问: “鉴于我的工作经验及进取精神, 我的初期薪水是多少?”

记住: 询问面试人的薪水情况通常被视为是不礼貌的。

面试人往往会问你想得到什么样的报酬。回答这个问题时, 你必须仔细考虑一下你现在的工资情况, 你在新的工作岗位上的额外工作量是多少, 以及你要求承担多大的责任。面试者不是香蕉贩子, 尽量不要讨价还价。

你可以大大方方地提出自己的建议, 然后再让面试人出个价。讨价还价太多会让人觉得你是冲钱而来, 根本不关心该公司怎样。这种做法太外行了, 最好的方法是在你当前工资的基础上再加百分之二十。

例 7. 如果你在一家国内公司做秘书, 每月薪水为人民币 3000 元, 那么, 你在一家新成立的外国公司做同样的工作时, 可以要求每月的报酬为人民币 4000 元。记住, 你值这么多。

要知道，有些外国公司以美元的形式付给雇员薪水，因此一定要弄清楚是不是这种情况。

身体语言和握手：

面试中最简单也最重要的身体语言(无声的交谈)就是握手。通常在西方会边同面试人握手边报出自己的姓名。但是由于这种方式会对你的第一印象产生很大的影响，因此握手的时间长短是非常重要的。众所周知，第一印象有很大的影响力，所以记住要给面试人一个好的第一印象，表明你会努力工作和非常职业化。为达到这一目的，你就必须选择职业性的握手方式。下面列出几种握手方式。

1. 鱼式握手：即轻轻地接触一下面试人的手。鱼式握手表明一个人的胆怯和缺乏自信。这种握手方式很外行。而且这样握手使人觉得你是个弱者，不敢表现自己。你必须使自己表现得像个精干的雇员，而且与同事合作得很好。不要采用鱼式握手。

2. 阿诺德·施瓦辛格式的握手：即很生硬地、用力握紧面试人的手。阿诺德式握手表明你要竭尽全力地弄到这份工作。这种握手方式也很外行。这样说明了你的担心，同时又是一种极端不友好的行为。甚至，你这样做会使面试人感到恐惧和不自在。在这种情况下，他(她)肯定会说：“你不必给我们打电话，我们给你打。”(这意味着他们公司不想要你)。

3. 用力猛抓式握手：即用力猛地抓住面试人的胳膊，使其整个身子都晃动的握手方式。这样做很外行。这种用力猛抓式握手在你见到一位久别重逢的老朋友时可以采用。尽管这种方式表明你很友好，但也说明你不能以企业家的风范去把握自己。这种握手方式在面试中行不通。

4. 双握式握手：即伸出你的双手去抓住面试人的一只手的握手方式。这样做很外行。这样做表明你的真诚和友好，但让人觉得，你就象一个母亲在关心她的婴儿那样关心着面试人。在中国，双握式握手在家庭成员和朋友间很普遍，但在面试中是行不通的。

5. 远距离握手：即面试人的手还未抬起时，就伸直去握他(她)的手。这种方式不属于职业性的，只表明你过分焦急和畏惧。把你的手伸直，把面试人隔得远远的，会使他/她认为你不喜欢或不信任他们。而信任在职业场中是最重要的。记住不要使用这种握手方式。

6. 长时间上下晃动式握手：即长时间地握着面试人的手，而且有时上下晃动几下

或用力挤握对方的手。这种握手方式很外行。这些举动表明你过度紧张。在面试时表现得过分紧张说明你不能胜任这项工作。切忌采用长时间的上下晃动式握手。

7. 职业性握手方式:即适当用力握住面试人的手,眼睛正视对方,同时充满自信地告诉对方自己的名字。即使是女性,也应该用力地,(但不要过分用力)握住对方的手。这种握手方式表明你很严肃,对自己的职业很内行。在面试人向你伸出手时再去握对方的手。让你的胳膊保持 90° 角,有力地晃动两下,然后松开手。职业性握手方式会营造一种信任和平等的商业气氛。你的自信表明你能胜任而且乐意去做任何工作。这是留给别人良好的第一印象的最佳途径。记住,永远使用职业性的握手。

NEW WORDS:



CLOTHING =

APPAREL

GARMENTS

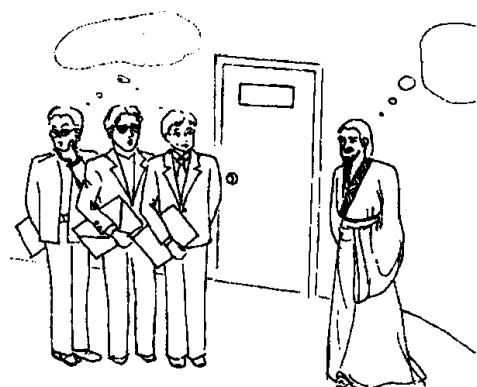
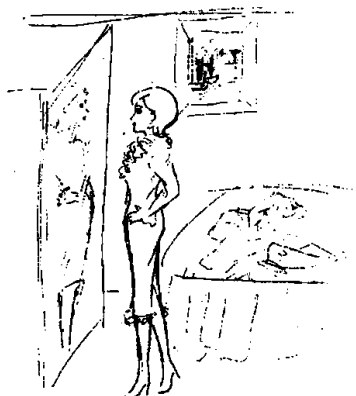
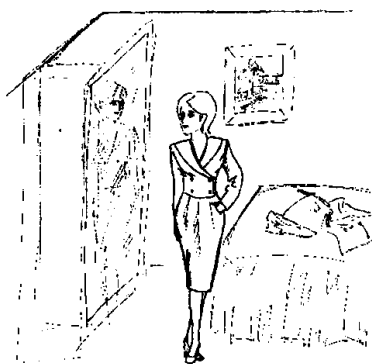
DRESS

WARDROBE

GARB

ATTIRE

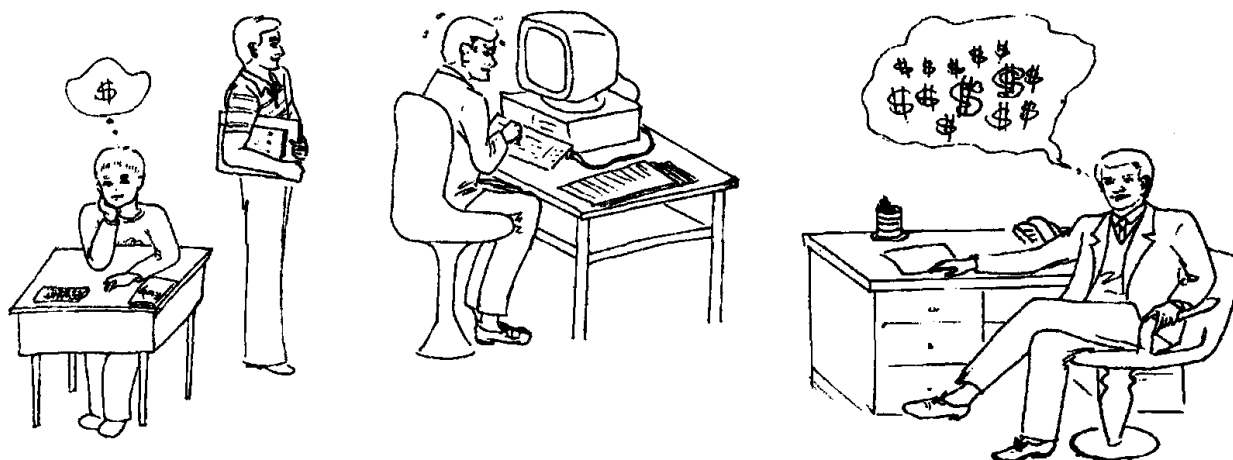
DUDS



What you **WEAR** to an interview is the second most important factor in making a good first impression. First you should **KNOW** the company. While you are researching the company, visit the office and take a look at how the staff is dressed. **SEE WITH YOUR OWN EYES** what clothes the employees are wearing. Then for the interview, try to dress in a similar way. If they are all dressed in a suit and tie, then you should dress in a suit and tie. Take care to note if the ties are solid colors or a mix of colors.

If the women employees wear long skirts, then women should wear a long skirt. If employees wore a casual shirt with no tie, you should wear a casual shirt with no tie. If the women all wear pants, you should wear pants.

If you see some people dressing casually and others dressing formally, **IT IS ALWAYS BETTER TO DRESS A LITTLE BIT MORE FORMALLY.**



Being able to FIT IN (to belong and get along with the other employees) is very important. The interviewer will use this first impression to decide if you can work well with the other employees. Another important impression, is one that the employer gets from reading letters of recommendation from your references. Your references include helpful teachers or old employers who liked the way you worked. Ask our favorite teacher or boss to write a letter describing your good qualities – – this is a LETTER OF RECOMMENDATION.

SAMPLE RECOMMENDATION LETTER

BELOW IS A SAMPLE RECOMMENDATION LETTER. READ IT CAREFULLY, THEN ANSWER THE FOLLOWING QUESTIONS TO TEST YOUR UNDERSTANDING. THE ANSWERS ARE ON THE FOLLOWING PAGE.

Ed wilks Booth

OU Headquarters

Suit 4

175 Hai Dian Rd

Beijing, China, 100871

E – mail – ewilks@public.bta.net.cn May 12, 1999

To whom it may concern:

Mrs. Mercedes is a determined, extremely motivated worker whose understanding of English is impressive, and at the same time, useful in real life situations. Most secretaries see the job as a thing to do only eight hours a day. Mrs. Mercedes, however, has made the extra effort to enjoy her position to the point where she will gladly work nights to get important projects finished correctly.

I met Mrs. Mercedes more than two years ago, when she was my assistant's secretary. I was so moved by her dedication that I asked her to become my personal secretary. Mrs. Mercedes' eagerness and dedication to my company helped inspired me to continue and enlarge my department. She has been a model for hope both in and out of the work-

place.

In addition she has some translating experience. Such experiences are as rare as her honest kindness and willingness to help others around her. I have even observed her tutoring other employees with their spoken English.

I do believe Mercedes will be an asset to which ever company she chooses to settle in, and I highly recommend her for your company. Sincerely yours, Ed wilks booth General Manager Orphan Underground.

1. What is the preceding letter?
 - A) Cover letter
 - B) Business letter
 - C) Academic recommendation
 - D) Job recommendation
2. What company did Mercedes work for?
 - A) Doesn't say
 - B) The Booth company
 - C) Orphan Underground
 - D) Secretary
3. The word asset must mean which of the following?
 - A) She will gain you money
 - B) She will help improve the company
 - C) She will keep the school the same
 - D) She is the smartest worker
4. Why does the manager leave his address?
 - A) So that others may call him for a date
 - B) To confirm it is a real letter
 - C) To confirm he is important
 - D) To apply for a job
5. What place is Mercedes applying to?
 - A) Orphan Underground
 - B) Doesn't say
 - C) American University
 - D) Booth's School
- 6: Mr. Booth has known Mercedes for:
 - A) More than two years
 - B) Less than two years

- C) Only through his assistant
- D) More than eight hours a day

Answer the following questions True or False:

- 7. True – False: Mrs. Mercedes is a kind, helpful person
- 8. True – False: The author never interacts with Mrs. Mercedes outside of work.
- 9. True – False: Mrs. Mercedes only works eight hours a day.
- 10. True – False: Mrs. Mercedes has some tutoring experience.
- 11. True – False: Mrs. Mercedes use to be wilk's assistant's partner.
- 12. True – False: Mrs. Mercedes is a typical employee.

ANSWERS TO RECOMMENDATION QUIZ.

- 1) D: This is a job recommendation.
- 2) C: Mrs. Mercedes works for the Orphan Underground company. Clue look at the Mr. Booth's address.
- 3) B: An assets is something that helps improve your company.
- 4) B: The manger must prove it is a real letter, and the new company must feel free to call Mr. Booth and confirm the Mercedes is a good worker.
- 5) B: It doesn't say. One recommendation letter can be sent to many interviews.
- 6) A: Booth knew her more than two years, because two years ago Mrs. Mercedes was Booth's assistant's secretary.
- 7) True
- 8) False (HARD QUESTION) But the letter says "she works well in and out of the work place."
- 9) False
- 10) True
- 11) False; she (Mrs. Mercedes) was the assistant's secretary not partner.
- 12) False; typically means only average, Mrs. Mercedes is above average.

生词

CLOTHING:	衣服, 服装
APPAREL:	外衣, 外套
GARMENTS:	外套
DRESS:	衣服
WARDROBE:	全部服装, 行头
GARB:	外衣
ATTIRE:	衣服
DUDS:	(俚语) 衣服

你面试时的着装也是留给别人良好的第一印象的另一个重要因素。首先你应该对这个公司有所了解。再对这个公司进行调查时, 你可以去参观一下公司的办公室看看公司职员穿着打扮。你要亲眼看看职员们穿什么样的衣服。然后, 在参加面试时尽量采用这种穿着方式。如果他们个个都穿西装、打领带, 那么你就要穿西装打领带。如果女职员们都穿裤子, 那么你就穿裤子。如果你发现有的穿着很随便, 有的则很正式, 那么, 你穿得稍微正式一些总是好一点。

和别的职员们处理好关系很重要。面试人会根据第一印象来判定你是否能够与其他职员一起搞好工作。

INTERVIEW #2:

(The office of a large import – export Joint – Venture – – EARTHTELL. Skip Lipman is the CEO. Holly Zhou is interviewing for a secretary position.)

Skip: Hello, come in.

Holly: (While shaking hands in a professional way) Nice to meet you. My name is Holly Zhou.



Skip: Nice to meet you, too. I am Mr. Lipman. Please call me Skip. I will be your interviewer. Have a seat.

Holly: I am here seeking the secretary's position. Have you received my English resume?

Skip: (Looks at piles of Resumes and CVs) Yes I have, but the interview itself is the most important thing. Many people's resumes are the same. Let's begin. Why did you leave your last job?

Holly: For years now I have studied English with many foreign friends and foreign teachers. English is very important in China now. There was little opportunity in my old job to grow. To secure a good future, I need to find an active position using my English skills. I have researched your company, EARTHTELL, and believe it has the type of positive atmosphere I need.

Skip: Good. What were your greatest accomplishments at your last company?

Holly: In addition to being secretary to the CEO, I designed several logos for our advertising department, including our business cards. I am proud of this.

Skip: I see. What would you say are your greatest strengths?

Holly: As you can see from my resume, I have studied computers extensively and have four years experience as a top secretary.

精通英语面试

Skip: I'm sorry -- I mean what are your personal strengths. Tell me something that you didn't put on your resume. Can you do that?

Holly: Of course, I would be glad to. My greatest personal strength is my ability to work well with others. In addition to being amiable, I am a good listener.

Skip: Very good. How about solitary work?

Holly: Excuse me, what do you mean by solitary work?

Skip: Solitary work, independent work, is work that you must organize and handle all by yourself. With no help. How about your solitary work?

Holly: Often in my last job, I opened the office. I would set up the computers and prepare the work stations alone. Without my help, my coworkers would not be able to do their work as efficiently. So every day, I had some solitary work.

Skip: Nice. Now, can you tell me what you feel is your greatest weakness?

Holly: Sure, I would be happy to. Although I have had many foreign friends and foreign teachers, I have never been abroad. I feel the lack of experience in this area is my greatest weakness.

Skip: Good, Miss Zhou. What interests you most about your career as a secretary?

Holly: I enjoy interacting with other people. In addition, by working hard I can make a difference. I have made my company a better place to do business.

Skip: Usually for our new workers, we have a three-week training program. It will take a lot of time -- maybe 60 hours per week. How do you feel about this? Do you think you can handle it?

Holly: No problem. If it helps improve my work skills, then I would be glad to take the program.

Skip: Do you have any questions for me?

Holly: I do, Mr. Lipman. I know EARTHTELL produces air filters and trash cans. Will you be introducing any new products into the Chinese market soon?

Skip: Ahh, I see you know a lot about EARTHTELL. There is no question about it, EARTHTELL will introduce a new kind of fuel this year.

Holly: I would also like to know how long EARTHTELL has been operating in China?

Skip: We have been up and running for three years now.

Holly: I see. Lastly, seeing my experience and motivation, what starting salary could I expect?

Skip: If we decided to give you the job, you could expect about four thousand RMB a month. Any more questions, Miss Zhou?

Holly: None. Thank you for your time. (stands up and shakes his hand)

Skip: It has been my pleasure. We will call you soon with a reply.

Holly: Thanks again, Mr. Lipman.

Skip: You're welcome, but call me Skip.



ACTIVITY:

Why do you like your career?

PROCEDURE:

- 1) List at least TEN reasons why you chose your present career. Why is it a good job? What are the future possibilities? What possibilities for advancement do you foresee?
- 2) Of those ten, which ones still HOLD TRUE (are true). Put them in order of importance, with the most important coming first. Example: I chose my sales job because: if I work hard, I get more money, I can travel, I like to work with people. . .
- 3) What are the advantages to your occupation of others?

EXAMPLE: I am a freelance writer, the advantages are:

精通英语面试

- 1) no boss
- 2) I make my own hours
- 3) freedom
- 4) don't have to drive (commute) to work
- 5) pay is based on work
- 6) I make my own schedule
- 7) interact with editors
- 8) can travel
- 9) do my own research
- 10) good office environment

NOW YOU TRY LISTING THE ADVANTAGES OF YOUR JOB!

面试场面 2:

地点:一大型进出口合资企业 EARTHTELL 公司的办公室

面试人:Skip Lipman

应试人:Holly Zhou

应聘职位:秘书

Skip:你好,请进。

Holly:(握手)很高兴见到你,我叫 Holly Zhou。

Skip:见到你我也很高兴,我叫 Skip Lipman。下面由我来面试你。请坐。

Holly:我打算应聘秘书。你收到我的简历了吗?

Skip:(看着一叠简历和求职信)收到了,但面试本身才是最重要的。许多人的简历都是千篇一律。好了,让我们开始吧。你为什么要放弃原先的工作?

Holly:几年来,我一直师从朋友和外籍教师学习英语。在中国现在英语很重要。可在我原先的职位上却很少有机会发展。为未来着想,我需要找到一份能发挥自己英语才能的工作。我了解过贵公司,EARTHTELL,相信它能提供我所需要的那种催人向上的环境。

Skip:好。你在以前的最大的成就是什么?

Holly:除了给最高执行官做秘书外,我为我们的广告做过几件广告设计,包括我们的业务名片,这些设计创造让我感到骄傲。

Skip:我明白。那么你最大的优点是什么?

Holly:正如我简历所述,我有全面的电脑知识,并做过四年高级秘书。

Skip:对不起,我指的是你的个人优点。请谈一谈简历上没有的,好吗?

Holly:当然,我很乐意。我最大的优点就是与人合作的能力。除了生性平和外,我很善于听取别人的意见。

Skip:很好,独立工作能力怎样?

Holly:请问,独立工作是指什么?

Skip:独立工作是全靠自己组织和处理一项工作,不需要帮助。

Holly:在以前的单位我经常第一个到办公室,启动电脑,做好各项工作准备,这些全由我独立完成。没有我的帮助,我的同事不可能把工作做得这么有成效。所以我每天都要做些独立性的工作。

Skip:好,那么你能不能告诉我你自己认为你自己的劣势是什么?

Holly:可以,尽管我有许多外国朋友和老师,但我却从未在国外生活过,我认为缺少这方面的经验就是我最大的劣势。

Skip:好,Zhou 小姐,那么作为一名秘书,你最感兴趣的是什么?

Holly:我喜欢与人交往。此外,靠自己一步步地努力,我可以创造出奇迹。我的努力已使我原来的公司形成了一个做生意的优良环境。

Skip:一般情况下,我们为新来的员工安排3周的培训任务。那是挺熬时间的,每周大约60个小时,你觉得怎么样?能坚持下来吗?

Holly:没问题。只要对提高我的工作能力有帮助,我会坚持的。

Skip:你有什么问题要问吗?

Holly:当然,Lipman先生。我知道EARTHTELL公司生产空气过滤器和垃圾筒,那么贵公司最近有新产品进入中国市场吗?

Skip:啊,可以看出,你对EARTHTELL公司很了解。没问题,本公司今年要研制出一种新型燃料。

Holly:我还想知道贵公司已在中国经营多长时间了?

Skip:3年了。

Holly:知道了。最后,鉴于我的经验和兴趣,我的起始工资可以定在多少?

Skip:如果我们录用你,你每月薪水大约在4000元人民币。你还有什么问题吗?

Holly:没了。谢谢你。(站起来,握手)

Skip:不客气,我们会尽快告诉你结果。

Holly:再次感谢你,Lipman先生。

Skip:不客气。

训练2. 你为何喜欢自己的职业?

步骤:

1) 列出最少10个原因来说明你为何要选择目前的职业。它为何是个不错的工作?有何前景?你可以预见到什么发展机会?

2) 在这10个原因中,那些仍然有效。把它们按重要程度大小顺序排列起来。

3) 与其它职业相比,你的职业有何优势?

例如:我是一个作家,有如下优势:

1) 没有老板管制

2) 自己掌握时间

3) 自由

4) 不再开车上班

5) 多劳多得

6) 有自己的计划

7) 与编辑打交道

8) 可以旅行

9) 做自己的研究工作

10) 优良的办公室条件

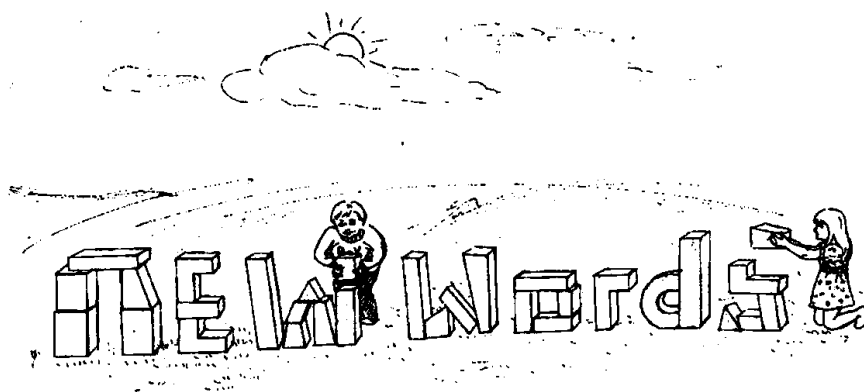
现在试着列出你所从事的职业的优势!

第三篇

简 历

UNIT THREE

Resume



NEW WORDS:

1. Curriculum Vitae(CV): a document with your educational and work histories
2. Customary: following the traditions of business and culture
3. Facsimile: a FAX
4. Head Of The Department: leader of, manager of, boss of
5. Innovative: creative with new, fresh ideas
6. Objectives: goals, plans for the future
7. Recognized: seen and known, easily familiar with
8. Reference: a person above you, that will say you are a good worker
9. Related interests: hobbies that have some relationship to your job, or are similar
10. Resume: a document with your educational and work histories, shorter than a CV.
11. Set Up An Interview: choose a place and time for the interview

After the handshake and name exchange, one should continue to build on the professional image. To do this it is customary to give the interviewer another copy of your English RESUME or CURRICULUM VITAE(CV) when you meet them face to face. Let's learn how to write a perfect resume.

HOW TO WRITE A RESUME OR CURRICULUM VITAE (CV):

NOTE: The difference between a CV and a RESUME is that CVs are what they are called in Canada, England and Europe, while the term RESUME is used by the United states. It is important that you are familiar with both terms, although they usually both mean the same thing. The only difference is that a CV is sometimes more complete and longer, where a resume is almost always only one page long.

STEP ONE: NAME, ADDRESS, and PHONE

First, learn how to write your home address in English. Then, at the top of the paper, in

the center, write your ENGLISH name first, as foreign interviewers are much more likely to remember an English name, and a resume's main purpose is to get you RECOGNIZED. Under your name, write your date of birth (DOB), address, Facsimile number (Fax), and most importantly, your Telephone number (Tel). Nine out of ten employers will contact you by telephone to set up an interview.

EXAMPLE:

John Donaldson
DOB: 6/25/70 (month/day/year)
123 Anywhere St., Apartment # 23
Haidian, Beijing 100872
Telephone: 6251 - 1257
Fax: 6251 - 1333

STEP TWO:

Write THREE CLEAR OBJECTIVES -- what is your goal? What kind of job are you searching for? Show the three sentences to three smart and honest friends. Then all together, choose what you think is the best sentence to be your objective.

EXAMPLE:

objective 1): To find a good job using computers. (Bad Objective)

objective 2): To find an active position, using my refined computer and communication skills. (better)

objective 3): To assist in developing and testing new and innovative computer software, while using my refined computer and communication skills. (BESTBET)

STEP THREE:

list, BY DATE, your schools of EDUCATION and the DEGREES you earned there. It is important to list them BEGINNING with the MOST RECENT and then move backward. If your highest degree is a MASTERS DEGREE, you want to write that first. Along with each school you attended you should write a short sentence describing some special activities of your education.

EXAMPLE:

EDUCATION:

1992 – 1994: Attended the people's University of China. Was awarded with a Master's Degree in Economics. Was also head of the Economics Department's Student Club and won a special Academic Achievement Award in 1993.

1988 – 1992: Attended Beijing University. Was awarded with a Bachelor's Degree in Economics. Special activities included serving as editor at the student newspaper and I Was the head of the university chess club.

STEP FOUR:

List by date, your last THREE productive work experiences under the title **WORK EXPERIENCE**. It is important to list the **LATEST** job **FIRST**, as your salary will be decided by your last salary, and you have worked hard to move up in the world. With each job title you have held, it is beneficial to write a short sentence describing the work you did.

EXAMPLE:

WORK EXPERIENCE:

1996 – present: Analyst for the Bank of China. Collected and analyzed investment data, consulted on hundreds of money placement schemes.

1994 – 1996: Cashier at the Bank of China. Assisted customers and organized accounts, while helping interviewing new employees.

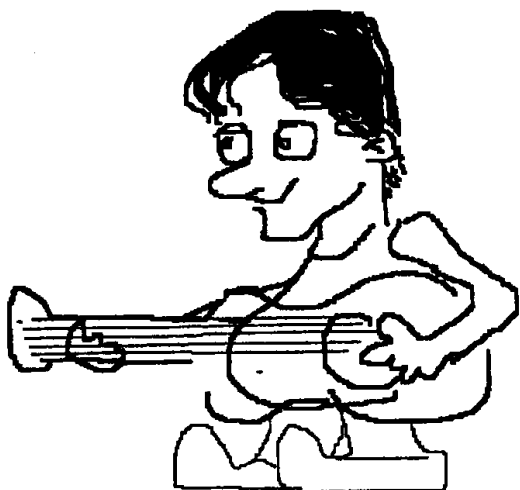
STEP FIVE: List a few **RELATED INTERESTS** that you have that are in some way connected to your occupation. This is a great place to **SHOW OFF** (boast) about any special computer skills, language skills, college awards, great test scores, or related hobbies. Remember to list any **LOCAL LANGUAGES OR DIALECTS YOU MAY KNOW**.

EXAMPLE:

RELATED INTERESTS:



- * Familiar with the following computer programs and languages: Lotus 1 - 2 - 3, Microsoft Windows, Word, Power Point, C1, and Bas.
- * Scored in the top 5% on the GRE test: Verbal 730, Analytical 760, Qualitative 780.
- * Fluent in the English, Shanghai Dialect, and standard Japanese.



STEP SIX: Proudly describe a few articles or books you have published and tell where they were published.

EXAMPLE: Published articles include: 3 papers on Computers in China; Nov 1993, China Daily. My master's thesis on comparative computing; June 1994; Compac mag, and several translations for the Aeronautical journal.

STEP SEVEN: Get a friend to EDIT your RESUME or CV. Then have her/him use your resume to ask you specific questions about your personal history.

EXAMPLES:

WHY DID YOU LEAVE THE BEN YUE FINANCIAL GROUP FOR YOUR CURRENT JOB?

WHAT SORT OF THINGS DID YOU LEARN AT THE ENGLISH INSTITUTE?

CAN YOU TELL ME MORE ABOUT YOUR AWARDS?

HAVE YOU PUBLISHED ANYTHING OTHER THAN WHAT IS LISTED ON THE RESUME?

These kinds of questions will prepare you for when you have the REAL interview with the company.

STEP EIGHT: Attach a list or REFERENCES to every RESUME OR CV. A REFERENCE is a person above you (for example, your boss or one of your college teachers) who is willing to say you are a good worker or student and recommend you to the company. FIRST ask your teacher or old boss if it is okay for you to use them as a reference. Then, at the end of the RESUME, list their names, occupations, addresses, special achievements and contact phone numbers.

EXAMPLE:

REFERENCES:



Dr. Zhang Wei – ping
Director, Economics Department
people's University of China
175 Haidian Rd.
Haidian, Beijing 100872
Office Phone: 6251 – 1776
Home Phone: 6251 – 3679

Mr. Jacky Chan

Manager, Bank of China Central Office
Wangfujing, Beijing
Office Phone: 6341 – 1046

STEP NINE: SMILE, because you are on your way to the job of your dreams!

YOUR PERFECT RESUME OR CV MAY LOOK LIKE THIS

Norm Wang (Wang Yan)
Date of Birth: 4/5/76
Address: Box # 10 – 93, people's University
Haidian, Beijing, 100872
China
Telephone: 86 – 10 – 6251 – 1041
E – mail: norman@public2. bta. net. cn

OBJECTIVE: A position as an active assistant in business using my refined communication, organizational, and professional skills.

EDUCATION:

1995 – 1997: BUSINESS ENGLISH CERTIFICATE 2 from the New Bridge Language Institute, Beijing, won two best speaker awards for my spoken English.

精通英语面试

1991 – 1995: (BS) BACHELOR OF SCIENCE in International Enterprise at People's University of China, Beijing. Was an integral part in many studies and exercises in and out of the classroom. Won many awards.

WORK EXPERIENCE:

1996 – 1997: ASSISTANT for North star Industrial Group at World Trade Center, Beijing. Collected and analyzed investment data.

1995 – 1996: RESEARCHER/CONSULTANT for Ben Yue Financial Group, He Nan Province. Taught group management and organizational techniques.

1993 – 1995: Chinese Tutor for Foreign Experts at the people's University of China, Beijing. Translated business reports for my American teacher.

RELATED INTERESTS:

- * Long Time Cultural Exchange with Americans.
- * Received people's University's OVERALL EXCELLENT STUDENT AWARD three years in a row, earned 1500 RMB.
- * Experienced Computer Enthusiast, Familiar with:
WINDOWS 3.1, WINDOWS 95, EXCEL, WORD X, NETSCAPE, UNIX
- * Scored well on Band 4 Written English Test.
- * Fluent in the Sichuan Dialect
- * For my published essay on "Civil Administration of the Chinese Government," they awarded me with a ceremony and 1000 RMB.

OR THIS:

John Fox
2 Washington Square Village, Apt. 16U
New York, NY 10012
212/387 – 9509(H)

Ambitions

- * To complete my Masters degree at NYU, with the intent of pursuing a career in teaching.
- * To utilize and enhance my skills related to all aspects of the education field.
- * To advance applications of role playing techniques in regards to education.

Education

New York University, School of Arts and Science 1994

New York, New York

I transferred to NYU in 1992. Previously attending Rochester Institute of Technology and the University of Southern Maine, I completed more than half my undergraduate education at NYU. Graduating with a 3.5 GPA, I received my BA with a double major in Literature and philosophy.

Social Activities

- * Current active participation in NYU Literary Journal, Women & performance.
- * NYU Student Government, 1992 – 1994. Chaired Facilities and Newspaper Committee.
- * NYU Parliamentary Debating Team, 1992 – 1993

Work Experience

Private Tutor 1992 – 1994

New York, NY 10003

provided learning assistance to predominantly foreign students in need of language, writing and reading comprehension skills. The majority of pupils were NYU students with a high level of learning ability, but who lacked familiarity with the English language. Assistance included: research and preparation strategies, editing drafts to increase clarity and value.

Suburban Security 1993

Windham, ME 04062

Maintained security post in a public hospital, patrolled employee parking lot, and adjacent territories. Duties included: Keeping a daily time journal of all activities and unusual occurrences, escorting late night employees, removing all non – employee persons from the property. maintaining a safe and secure environment, provide first alert

and assistance in emergencies.

GTE

1988

Standish, ME 04012

Monitored testing equipment for new circuit technology. Designed and implemented new safety and quality testing procedures. Designed reports based on statistical data. Interfaced with management and assembly personnel to successfully increase efficiency and overall quality control.

Summary of Qualifications

- * Experienced in the critical analysis of written documents, proven composition skills.
- * Studied group management techniques related to teaching. Has extensive practice communicating in an academic environment.
- * Had researched and developed role playing as an effective teaching technique.
- * Had practical knowledge of computers, particularly in MS – DOS 6. x and Windows 3. 1 systems. Is extensively familiar with Microsoft Word 6. 0 and word perfect 5. x

OR THIS:

Sam Simon

D. O. B: 7/6/72

No. 27 Bai Shi Qiao

Hai Dian District,

Beijing, China, 100081

Tel: (8610) 68420077

ext # 244. . . room 226

OBJECTIVE: A position as an active Mandarin teacher, using my refined language, communication, and organizing skills.

EDUCATION:

Postgraduate work :

MA , Bilingual Education

(1994 – 1996)

Linguistics Institute , central

University for Minorities .

Beijing

Undergraduate work :

BA , Linguistics

Linguistics Institute , Central

University for Minorities

(1990 – 1994)

Beijing

WORK EXPERIENCE :

<i>Secretary of Admissions</i>	<i>Fengtai Estate</i>
<i>Translated English documents</i>	<i>Company, Beijing</i>
(1994 – 1996)	

<i>private Tutor of Mandarin</i>	<i>peoples University</i>
(1996 – present)	<i>of China , Beijing</i>

<i>Translator</i>	<i>Lian Shan International</i>
<i>(Welcomed foreign guests) Torch Festival ,</i>	
<i>Lian Shan State</i>	

LEADERSHIP EXPERIENCE :

Chair of Minority
Student Center
(1992 – 1993)

Drafted schedules , organized meetings , and
stimulated interest .

RELATED INTERESTS :

Volunteer : Minority Cultural Exchange
Instructor : Taught Yi Minority Culture ,
Dances and Songs



INTERVIEW # 3 :

A DIALOGUE BASED ON THE APPLICANT'S RESUME

(Mr. Deckard is the interviewer for the TERELL Corporation. Norman Wang is the eager applicant.)

Mr. Deckard: Come in, young man.

Norman Wang: (while shaking hands) I am Norman Wang Wang, nice to meet you, sir.

精通英语面试

Mr. Deckard: I am the personnel director, Mr. Deckard. Please have a seat, son.

[NOTE: calling someone “son” is usually a gesture of friendliness only if they are much younger than you.]

Norman Wang: Thank you. Have you received my resume?

Mr. Deckard: Actually, I haven't had time to look it over. Did you bring another copy with you?

Norman Wang: Of course, there you are, sir. (Hands over the RESUME)

Mr. Deckard: Call me Mr. Deckard.

Norman Wang: Certainly, it would be my pleasure, Mr. Deckard.

Mr. Deckard: Why did you quit your last job at North Star? Aren't they a large company?

Norman Wang: You are right, they are a large corporation, but I felt my skills were not being used as well as they could.

Deckard: How can the TERELL Corporation use you better?

Norman Wang: For example, I know you have several factories in Shanghai. And I can speak fluent Shanghai dialect. I would be glad to be travel between the cities and handle phone calls from Shanghai.

Deckard: I see. Now, please tell me about your major while you were in college.

Norman Wang: I hold a Bachelor's Degree in International Enterprise. My major was a combination of International politics and Economics.

Deckard: What was your favorite class?

Norman Wang: My favorite class was Investment Analysis. In that class, all of the material we studied was from the present markets. It was very exciting.

Deckard: Tell me, which lesson of Investment Analysis was the most exciting?

Norman Wang: Near the end of the second term we had a project in which we investigated and followed actual stocks. We visited a few companies, saw the production and management, then decided which stocks we thought would mature the best.

Deckard: That is good school experience. Now tell me about your first job as a Mandarin tutor.

Norman Wang: Gladly. I taught my American English teacher Chinese as we exchanged ideas on culture and history. That one – on – one contact helped me decide I wanted to work in a foreign company. In the future, I would be glad to tutor you or anyone else on your staff that is interested in Mandarin.

Deckard: I will keep that in mind. Tell me about your position at the Ben Yue Financial Group.

Norman Wang: For a year I was the assistant to the Managing Organizer. went with him to many companies and factories collecting data. Then we would take the data back to office and analyze it. Throughout the year my job grew more important as my knowledge grew more dependable.

Deckard: Why did you leave that position?

Norman Wang: It was a low paying assistant position, used to train future managers. I was ready to move on, but the Ben Yue Group didn't have any such openings.

Deckard: So you moved on to the North Star company, right? Tell me about that job.

Norman Wang: The work at North Star was very similar to my Investment Analysis class. Using NETSCAPE and the Internet I visited business Web Sites, collecting and analyzing data. Sometimes I met with clients to discuss the best investment opportunities for them. I now realize I enjoy working with people, so I hope to do more of this job at the TERELL Corporation.

Deckard: I see. Which computer systems did you use the most?

Norman Wang: On – line I usually used NETSCAPE 4.0. Off – line I used Word 6.0 for Windows most of the time.

Deckard: Wonderful. Do you have any questions for me?

ACTIVITY3 POSITIVE ATTITUDE. PROCEDURE:

List twenty of your best qualities on twenty small pieces of paper. I know that most of you have many good qualities, but limit yourself to the ones related to work in some way. Paste these notes all around your apartment or home. Put them in visible places, or places you often go to: the refrigerator, your bedroom, your desk, and even the bathroom.

EXAMPLES:

I WORK WELL WITH OTHERS.

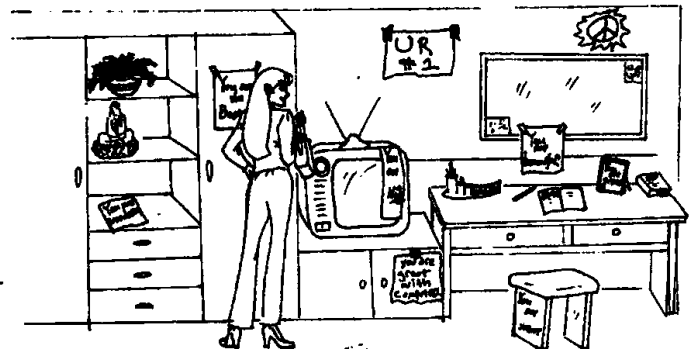
MY COMPUTER SKILLS ARE EXCEPTIONAL.

I AM PROUD OF THE ARTICLES
THAT I HELPED PUBLISH
I AM EXPERIENCED!

USES: Having a positive attitude and outlook is extremely important in the interview process.

Many applicants do poorly at the interview because they lack a positive attitude. Many more, because they are nervous, forget their greatest achievements during the interview.

This activity with DRILL IT INTO YOUR BRAIN (help you remember) that you are the best person for the job.



生词

1. Curriculum Vitae (CV): 个人简历
2. Customary: 惯例的, 通常的
3. Facsimile: 传真 (FAX)
4. Head of the Department: 部门主管
5. Innovative: 创新的
6. Objectives: 目标, 计划
7. Recognized: 熟识的, 熟悉的
8. Reference: 推荐人
9. Related Interests: 与工作相关的兴趣或爱好
10. Resume: 个人简历
11. Set up an Interview: 约定一次面试

在握手和互通姓名之后, 你应该继续塑造自己的职业形象。因此, 按照惯例, 你要向面试人呈上一份英文个人简历 (CURRICULUM 或者 RESUME)

怎样写个人简历 (CURRICULUM VITAE (CV) 或者 RESUME)

注: CV 和 RESUME 的区别在于: 在英国、加拿大等国家, 人们称个人简历为 CURRICULUM VITAE, 而在美国则叫做 RESUME。尽管两者意义相同, 但是你熟悉两个字眼的含义也是十分重要的。唯一的区别在于 CV 通常内容更多, 要全面, 而 RESUME 差不多总是一页长。

第一步: 姓名、地址和电话

首先, 要学会如何用英文写你的家庭住址。然后, 在纸的上方正中央先定下你的英文名字, 因为外籍面试者, 可能更容易记住英文名字, 这正是写个人简历的主要目的: 即让人记住你。在名字下面, 写上你的地址、出生日期 (DOB) 和传真号码 (Fax), 最重要的是写上你的电话号码 (Tel)。多数老板会通过电话联系与你约定面试。

范例:

John Donaldson

DOB: 6/25/70

123 Anywhere St. , Apartment #23

Haidian, Beijing 100872

Telephone: 6251 - 1257

Fax: 6251 - 1333

第二步：明确写出三个目标——你的理想是什么？你正在寻找什么样的工作？让你的思维敏捷而又真诚可信的朋友帮你参谋一下这三句话。然后从中选择一句你认为最好的句子作为你的目标。

范例：

目标句 1)：欲觅一份使用计算机且待遇良好的工作。(差)

目标句 2)：欲觅一份充满活力，而且能使我专业计算机应用技术及交际能力才尽其用的工作。(较好)

目标句 3)：诚望能在开发和测试新的计算机软件过程中助贵公司一臂之力。(最佳选择)

第三步：列出你所受教育情况，所获得的学历，并注明日期，把你最近的受教育情况列在第一位十分重要，然后依次往前推。如果你的最高学位为硕士，那么就把这个学位列在第一位。在列出你所受教育的学校的同时，要用一句简短的话说明一下你受教育期间参加过的特殊活动。

范例：

受教育情况

1992 - 1994 就读于中国人民大学，获得经济学硕士学位，曾任经济学系学生会主席，1993 年荣获“学术成就”特别奖。

1988 - 1992：就读于北京大学，获经济学学士学位，在校期间的活动包括，曾任校报编辑和大学生围棋俱乐部部长。

第四步：在“工作经历”一栏里写上你近期内从事的三项有成效的工作经历，并注明日期。将最近的一次工作经历列在首位，这很重要，因为你的工资水准将根据这次工作经历而定，而且这说明你为追求更高的目标而努力工作。在你所担任的工作名称下面，用一句简短的话描述一下你所从事的具体工作，这点会对你有利。

范例：

工作经历

1996 - 至今 中国银行数据分析员，负责收集和分析投资数据，为数百个资金配量方案做咨询

1994 - 1996 中国银行出纳员，负责客户支持和帐户编排，协助面试新雇员

第五步：列几个相关的“兴趣”或“爱好”，即在某些方面与你的职业有联系的兴趣或爱好。这是夸耀你自己的好地方，比如说写明自己具有专业计算机操作技术，有语言方面的特长，上大学时获得过奖励，取得过高分或具有与工作相关的爱好。记住，要写明所懂得的当地语言或方言。

范例：

相关的兴趣爱好：

熟悉以下计算机程序：Lotus 1-2-3, Microsoft Windows, Word, WordPerfect 和 Base
能够熟练地讲英语、上海话和日语。

GRE 参试得分在前 5% 以内：词汇 730 分，逻辑分析 760 分，数学 780 分。

第六步：写上你曾发表过的文章或出版过的书名，以及发表的地方。

范例：

曾发表过以下文章：1993 年 11 月在中国日报上发表过三篇有关中国计算机方面的文章。硕士论文题目是《比较计算》，1994 年 6 月。并为航空杂志翻译过几篇文章。

第七步：找一个朋友给你编辑一下简历，然后让他(她)按照你的简历上所写，就你的个人经历提出一些具体问题。

范例：

你为什么要离开奔月金融集团而谋求现在这份工作？

你在英语学院学到了什么？

你能再讲一些关于你受到奖励的情况吗？

除了简历上列出的以外，你还出版了哪些成果？

这些问题会为你参加真正的面试提供准备。

第八步：简历后要附上推荐人名单。推荐人是指你的上司，如你的老板或教过你的大学老师，他们认为你是一位好职员或好学生，并愿意将你推荐到这个公司。首先你要去询问一下你的老师和原先的老板是否愿意做你的推荐人，然后，在简历末尾列出他们的姓名、职业、地址、特殊成就以及电话号码。

范例：

推荐人

张卫平博士

中国人民大学经济系主任，北京市海淀区海淀路 175 号，邮编：100872

工作电话:6251-1776; 宅电: 6251-3679

Jacky Chan 先生

中国银行总行经理, 北京王府井, 工作电话:6341-1046

第九步:笑一笑, 因为你即将找到一份寄托了你的梦想的工作!

一份完整的简历如下:

Norm Wang (Wang Yan)

出生日期:4/5/76

地址: 中国北京海淀区中国人民大学 10-93 信箱

邮编:100872

电话: 86-10-6251-1041

E-mail: norman@Public 2. bta. net. cn

工作目标: 欲做一名充满活力的商业助理, 使本人熟练的交际能力、组织能力和职业技术得以充分发挥。

受教育情况:

1995-1997: 在北京新桥语言学院通过 BEC2 级考试

1991-1995: 就读于中国人民大学, 获国际企业理科学士学位。曾积极参加课堂内外的各种学习和实践活动, 并在其中起重要作用。在校期间曾多次获奖。

工作经历:

1996-1997: 在北京国际贸易中心北辰工业集团任助理, 负责收集、分析投资数据。

1995-1996: 在河南省奔月金融集团任研究员兼助理, 研究管理与组织技术。

1993-1995: 在北京中国人民大学任外籍专家的汉语指导教师。

相关的兴趣和爱好:

与美国人进行长期文化交流。

连续三年被评为中国人民大学全优生, 获得奖学金人民币 1500 元。

曾发表过论文《中国政府的民政》, 为此, 学校举行仪式并授予本人奖金人民币 1000 元。

本人是个经验丰富的计算机爱好者, 熟悉下列计算机操作程序:

Windows 3.1, Windows 95, Excel, Word X, Netscape, UNIX

在英语四级测试中成绩突出。

能熟练地讲四川话。

面试场面 3:

(Deckard 先生是 TERELL 公司的面试人, Norman Wang 是应试者)

Mr. Deckard: 请进, 年轻人。

Norman: (握手) 我叫 Norman Wang, 见到您很高兴。

Mr. Deckard: 我叫 Deckard 先生, 本公司的人事总监。请坐, 年轻人。

Norman: 谢谢, 您收到我的简历了吗?

Mr. Deckard: 噢, 我没来得及看完, 你随身带一份了吗?

Norman: 当然。请过目, 先生(递过简历)。

Mr. Deckard: 请叫我 Deckard 先生。

Norman: 那好, 我很乐意这么叫, Deckard 先生。

Mr. Deckard: 你为何放弃了在北辰的工作, 那可是一家大公司。

Norman: 的确, 那是一家大公司, 但我感觉自己的能力没有得到应有的发挥。

Mr. Deckard: 那么 TERELL 公司怎样才能让你更好地发挥你的能力呢?

Norman: 例如, 我知道贵公司上海有几家工厂, 而我呢, 会说流利的上海话, 我很乐意往返于北京和上海之间, 或处理上海来的电话。

Mr. Deckard: 我明白了。请你告诉我你在大学里学的是什么专业?

Norman: 我获得了国际企业学士学位。我的专业是国际政治和经济。

Mr. Deckard: 你最喜欢什么课?

Norman: 我最喜欢投资分析, 课堂上所有的资料都来自当今市场, 非常有意思。

Mr. Deckard: 那么, 投资分析里的哪些内容最刺激?

Norman: 在第二学期末, 我们研究了一个项目, 并进行了实际的证券投资。我们参观了一些公司, 亲眼目睹了他们的生产和管理, 然后决定哪家的股票行情最看好。

Mr. Deckard: 这是作为一个学生所能获得的最好经验。那么现在请谈谈你做汉语普通话家教的第一份工作。

Norman: 好的。我一边教我的美国英语老师汉语, 一边与他就文化和历史进行观点交流。这种一对一的联系使我决定要到一家外企工作。在将来, 我也可以教您和您的对汉语感兴趣的员工学习汉语。

Mr. Deckard: 我会记着的。下面请谈谈你在 Ben Yue 财团的工作情况。

Norman: 我在那里做了一年总经理助理。我随他去过很多公司和工厂去收集数据, 然后把数据带回办公室里分析。一年来, 随着我经验的增长, 我的工作变得越来越重要。

Mr. Deckard: 那么你为什么离开那职位?

Norman: 那是一个报酬较低的助理职位, 通常是来培养未来经理的。我本应得到晋

升,可 BenYue 集团却没有空缺。

Mr. Deckard: 所以,你就到了北辰集团,对吗?谈谈你在那的工作情况。

Norman: 在北辰的工作很象我当年的投资分析课,我使用 Netscape 和 Internet 来访问商业 Websites,收集和分析数据。有时我要会见客户,讨论他们最佳的投资机会,现在回想起来,我觉得我是喜欢做公共工作的,因此,我希望在 TERELL 公司能多做些这样的工作。

Mr. Deckard: 我明白了。你使用最多的电脑系统有哪些?

Norman: 我通常在网上使用 Netscape4.0,在网下大多数时间使用 Windows Word 6.0.

Mr. Deckard: 很好。你有什么问题要问我吗?

训练 3. 积极的态度

步骤:

在 20 张小纸上列出自己的 20 个优点。当然大多数人都有许多优点,要列出那些与工作最相关的。把小纸条贴在你的公寓或家里。把它们贴在显眼的位置或你经常去的地方,如冰箱上,卧室里,书桌上,甚至浴室里。

范例:

1. 我善于与人合作
2. 我的电脑水平出类拔萃
3. 我为帮助发表的论文感到自豪
4. 我有丰富的经验

应用:

在面试过程中持积极态度和观点是非常重要的。许多应试人的失败是因为他们缺乏这种态度。还有许多人由于过度紧张而在面试中忘记了自己的最大成就。

这种活动可以帮助确信你是最适合这个职位的人。

第 四 篇

精通英语面试

UNIT FOUR

Mastering the Interview

NEW WORDS:



1. Accomplishments: deeds or projects you are proud of
2. Beyond: more than what is expected
3. Motivated: interested in work
4. Over time: extra hours that you work, more than forty hours a week
5. Popular: frequently used, liked by many people
6. Positive outlook: optimistic, always thinking good thoughts
7. Step by Step: to learn slowly



POPULAR QUESTIONS, WHAT THEY MEAN, AND HOW TO ANSWER THEM

The interviewer's questions are designed to find out the following things:

- a) Are you able to do the job?
- b) Is your English good enough to communicate well?
- c) Will you work well with the other employees?
- d) Can you give something special to the job?
- e) Are you motivated enough?
- f) Are you professional and business-like?
- g) What special skills do you have?

h) Is your resume correct and truthful?

To find out if you are the one for the job, the interviewer will ask some of the following questions. Remember to be as **POSITIVE** as possible in your answers. Always try to find the **GOOD** side in everything. Talk only about your best experiences, unless otherwise asked.

Example 1:

Question: Why did you quit your last job? (what caused you to have to leave your last job?)

Answer: My last job was at a small company with very little potential. Your company, however, is growing very quickly while moving in productive directions. (By answering this way, you show that you are motivated while also praising the interviewer's company.)

Example 2:

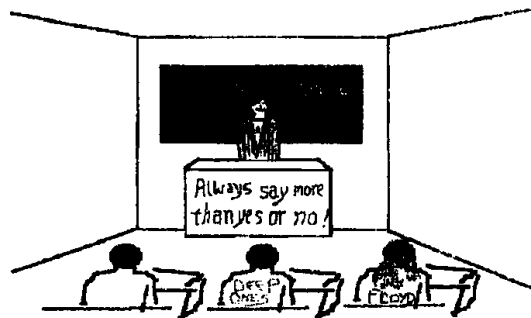
Q: Can you tell me about something special you did in your last job? (what did you learn from your last place of work?)

A: I was employee of the month three times. It taught me that organizational skills and working as part of a "team" are important. (here you should boast. praise yourself! Don't be shy here.)

Example 3:

Q: What are your personal strengths? (What are you good at? Why are you special?)

A: I work well with others, and learn new things quickly. (it is wise to think about this carefully before the interview and remember your best points, especially those which are related to your work.)



Example 4:

Q: Can you tell me more about the classes you took in college? (explain your RESUME or CV in a bit more detail)

A: I took a series of business courses, both in micro and macro – economics. I also have done graduate work in analysis and field research. (Only mention the classes that you think will be useful to you in your new job.)

MORE POSSIBLE QUESTIONS:

Q: What do you know about our company? (How well do you know our company? This is your chance to show them that you have studied them and are very eager to join them.)

A: I know that IBM is an international company with ten offices in Beijing and Shanghai. I have learned from the Internet that your company gives great benefits to its hard – working employees, such as, health care, vacations and extra money for overtime.

Q: What do you think your weaknesses are?
(What are the weak points of your character? Be HONEST, but also show that you are willing to try and improve yourself.)



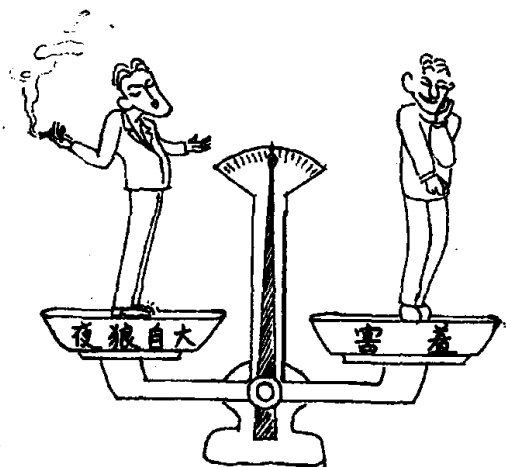
A: Sometimes I'm a little shy about asking for help when I need it. but I believe that I can become better at it. Or, even though I have many foreign teachers and friends, I have never been abroad.

Q: What was your biggest accomplishment at your last job? (What kind of talents do you have? don't be afraid to SHOW OFF here.)

A: After organizing a team of twenty workers, we had our report published in the Economist magazine.

Q: What salary do you expect? (How much do you want to be paid? Be CONSERVATIVE in your answer, but also be HONEST. Look at the earlier section titled SALARY for more advice.)

A: I believe a person of my qualifications and motivation should earn 5,000 yuan a month



plus overtime.

Q: Do you have any questions for us? (This is a very important question. In your answer, you must show that you know the company very well and then prove that your interest goes BEYOND just getting a job. This is a good opportunity to TURN THE TABLES (exchange positions) and ask the interviewer about HIS/HER job at the company, how she came to the company, what he/she does. .



A: Will my work involve a lot of traveling? Do we often work overtime? Are there any special projects or jobs that I can also help out on? How much time do we have for vacations? How many offices do you have in this city? How long have you been with this company?

The most IMPORTANT things to do are: ALWAYS say more than YES or NO, KNOW the company, be ready for questions, have a solid RESUME (CV), and have CONFIDENCE in yourself. You are the one for the job!

生词

Accomplishments:	你引以为荣的业绩或项目
Beyond:	超出预料的
Motivated:	感兴趣的
Overtime:	超时工作时间, 每周超过 40 小时
Popular:	经常使用, 为许多人钟爱
Positive outlook	乐观, 总想乐观的事情
Step by Step:	慢慢学

大众化问题, 是什么含义, 应如何回答。

面试者的问题总是想发现下列情况:

1. 你能否胜任?
2. 你是否能用英语进行有效交流?
3. 你是否容易与其他员工相处?
4. 你是否能给所谋职位带来特殊的東西?
5. 你是否具备进取精神?
6. 你是否具备专业知识和经商本领?
7. 你有何专长?
8. 你的简历是否正确可信?

如想发现你是否适合所求职位, 面试者可能会问你以下一些问题。要记住你的回答应积极肯定, 总要看到事物光明的一面, 挑自己最好的经历来谈, 特殊情况下, 另当别论。

例 1

问: 你为什么要放弃以前的工作(是何原因使你不得不这样做)?

答: 我原来的公司是一家小公司, 前途有限。而贵公司却如日中天, 蒸蒸日上(通过如此回答你既夸奖了求职公司又显示了自己的兴趣)。

例 2

问: 你能否谈一下你在以前的工作中有过何种特殊经历(你从你以前的工作中学到了什么)?

答: 我曾三次被评为本月最佳员工。我深深地体会到一个员工的组织才能和团队精神是非常重要的(在此你应夸张些, 表扬你自己, 千万不要羞涩)。

例 3

问：你有何个人优点？（你擅长什么？为何擅长？）

答：我在工作中富有合作精神，易于接受新事物。（在这方面你在面试前应考虑仔细，记住你的优点，尤其是与工作有关的）

例 4

问：你能再谈一下你在大学里所学的课程吗？（把你的简历解释的更细致些即可）

答：我在大学时期学过一系列经济课程，包括宏观经济和微观经济两方面。我还做过有关分析和领域研究的毕业论文。（只提及那些你认为对你的新工作有用的课程）

其它有可能被问及的问题：

问：你了解我们公司哪些情况？（你对我们公司情况了解到什么程度？这是你向他们表明你已经分析研究过他们公司并且急于加入到他们当中去的一个好机会）

（答：IBM 公司是一家国际性的公司，在北京和上海都设有代表处。从因特网上我了解到贵公司对工作勤奋的员工有很多优惠政策，如保健、假期和奖金。）

问：你认为你的缺点是什么？（你性格上的缺点是什么？要如实回答，但同时也要表明你愿意尽力提高自己。）

（答：有时，在需要帮忙时，我有点腼腆，不愿启齿。但我相信，在这方面，我会有所改进的。）

或者：虽然我有许多外国教师和朋友，但我却没有出过国。）

问：你原来工作中所取得的最大成就是什么？（你有哪方面的天赋？在此，不要羞于夸耀自己。）

（答：我曾参加过一个由二十人组成的研究组，我们的研究报告发表在《经济学家》杂志上。）

问：你所期待的工资待遇是怎样的？（你想得到怎样的报酬？你的回答要保守一点，但要真诚，其它建议请参看前面“工资”部分）

（答：我相信以我的资历和工作热情，月工资应该达到 5000 元及加班酬金。）

问：你有什么问题要问我们吗？（这是一个非常重要的问题。你的回答必须表明你很了解该公司，并且能够证明你的兴趣绝不仅限于找一份工作。这是一个好机会，你可以反过来问面试人在公司的工作情况，以及他或她是如何进入该公司的。同时，这也是问一些琐碎问题的好机会。）

（答：我的工作是不是有许多旅行机会？我们经常要加班吗？是否有些专门项目或工作我可以帮忙去做？我们的假期有多长？贵公司在本市有几间办公室？您在公司工作多长时间了？）

必须提醒一下那些刚刚走出校门第一次找工作的毕业生：注意语言技巧。

你所要做的最重要的事情是：不要仅回答“Yes”或“No”，了解一下该公司，准备好回答问题，写份真实可信的简历，要对自己有信心。

INTERVIEW #4

(Lao Feng is interviewing for a translating position at NESTLE FOODS.
G. Romero is the interviewer.)

G. Romero: Send the next applicant in. . . Welcome!

Lao Feng: How do you do, I am Lao Feng. (Shaking hands)

G. Romero: I am G. Romero, and I Will be your interviewer. Nice to meet you.

Lao Feng: I am here about the opening for a translator.

G. Romero: Good, I remember your resume. You are still a student, right?

Lao Feng: That is correct, I will graduate in June of this year.

G. Romero: During college did you have any part time jobs?

Lao Feng: Yes, of course. I was an English tutor for two years.

G. Romero: Nice. What benefits did you get at of this experience?

Lao Feng: Being a tutor made me responsible. While Planning out a long term class plan, I learned how to become very organized. In addition teaching English helped me improve my own English skills.

G. Romero: I see. On your resume it says you had a cultural exchange with Americans. What does that mean?

Lao Feng: My Spoken English Teacher introduced his Chinese students to Americans studying in Beijing. I met with Dan, my counterpart, three times a week, I often showed him many places of interest in Beijing. In return he taught me modern American English and culture.

G. Romero: How long did you have this exchange?

Lao Feng: We helped each other for almost two years.

G. Romero: What benefits did you get out of this experience?

Lao Feng: I got a lot of wonderful translating experience. I helped him order plane tickets, get a visa and talk with local businessmen. More importantly, I got a feel for American culture. It was Dan that told me about NESTLE. He helped me research your company. He helped me understand that NESTLE would have the best working atmosphere for me.

G. Romero: Well said, good job. What are your personal strengths?

Lao Feng: My greatest strength is my ability to learn quickly. As you can see from my resume, I won two Outstanding Student Awards in my freshman year. I learn more quickly than most other people. In addition, I enjoy helping others. I understand that with a large multi-national company such as NESTLE, working together is very important.

G. Romero: Now for a more difficult question. What do you consider to be your greatest weakness?

Lao Feng: Although I have been a top student, I have no experience working in a company. This is clearly my greatest weakness.

G. Romero: I understand. Why did you choose to be a translator?

Lao Feng: I have always enjoyed learning about western cultures. I believe the future holds a world economy. To have a world economy, we must understand each other. Translating is a noble occupation with many rewards of travel and meeting interesting people.

G. Romero: Good answer. Do you have any questions for me?

Lao Feng: Yes, I do. In my research of NESTLE, I found out about the various wonderful products you have brought to China. I want to know if you have American managers at the Chinese factories?

G. Romero: That is right. For quality control we keep a foreign manager on staff. So you see a good translator is necessary at every factory and office.

Lao Feng: Next, I would like to ask if most of the translating is written work or spoken translations?

G. Romero: Because of the large number of foreign visitors, most of the work is spoken translation.

Lao Feng: May I ask if you pay your employees in RMB or American dollars?

G. Romero: We always pay in RMB.

Lao Feng: Lastly, seeing my education and motivation, what starting salary can I expect?

G. Romero: A starting translator at NESTLE earns two – thousand RMB a month.
Do you have any further questions?

Lao Feng: Not at this time, thank you (Stands up, shakes hands in a professional way).

G. Romero: Thank you, Mr. Feng. My secretary will call you in a few days with an answer.

Lao Feng: Great. I hope we can work together in the future.

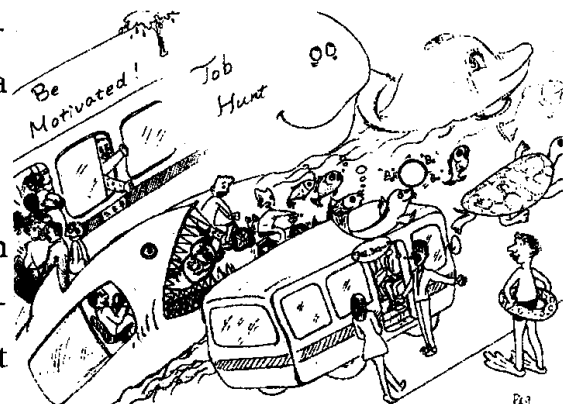


ACTIVITY #4. MOTIVATIONS. PROCEDURES:

need for and your enjoyment of your present occupation or the one you wish to enter into? Why is it a good job?

2) Ask a few close friends what motivates them in business and their jobs. Make a special list of TRADITIONAL MOTIVATIONS (motivations that came up on two or more lists).

1) List the many things that MOTIVATE you to be a good employee. What are the DRIVING FORCES behind your



3) Label the reasons. Remember to use them when applying for the job.

EXAMPLE: What motivates me?

Seeing successful people.

Wanting to make a better life for my family.

Dreams from when I was young.

A wanting to travel the world.

A need to help my community and country.

My hard- working hero-Jacky Chan.

Money, Money, Money.



JOB INTERVIEW REVIEW

INTERVIEW IDIOMS IDIOM/PHRASE/EXPRESSION/JARGON/SLANG/COLLOQUIALISM

BEST BET: (best choice)

USE--how to use the word--: make them see you are the best bet for the position.

BOAST: to praise yourself and your deeds.

USE: boasting shows you are confident.

CATCH YOU LATER: (bye-bye)

USE: a cool and friendly way of saying good-bye.

DON'T CALL US, WE'LL CALL YOU:

(we don't think you are right for the job)

USE: the interviewer will say this if he/she doesn't want you for the job.

DRILL IT INTO YOUR BRAIN: (remember by repeating over and over)

USE: you should drill your good qualities into your brain.

EMPLOYEE OF THE MONTH: The best worker at the job that month.

USE: make the interviewer see you will be a good employee.

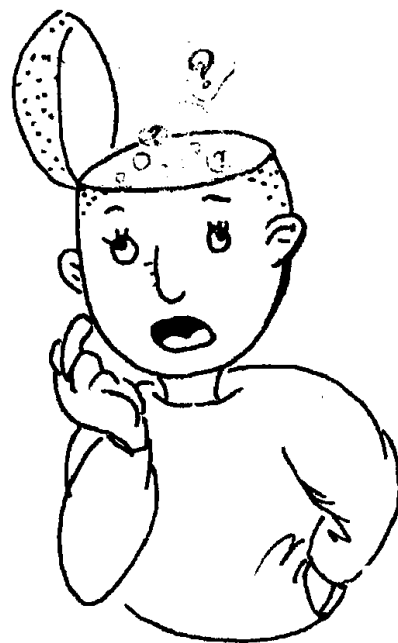
FIT IN: (to belong)

USE: say you feel that you fit in with the company.

HOLD TRUE: (to always stay true)

USE: your hard working spirit will hold true after you are hired.

KNOW IT LIKE THE BACK OF YOUR HAND: to be fa-



miliar with something.

USE: know the company like the back of your hand.

IT IS NOT WHAT YOU KNOW BUT WHO YOU KNOW:

(your friends can be more helpful in finding you a job than all the knowledge in the world)

USE: say this if you know someone at the company.

OFF THE TOP OF YOUR HEAD: (from memory)

USE: first try to practice the interview off the top of your head, then practice again using your notes and books.

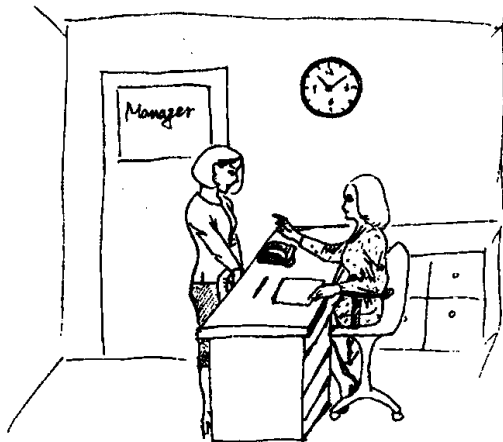
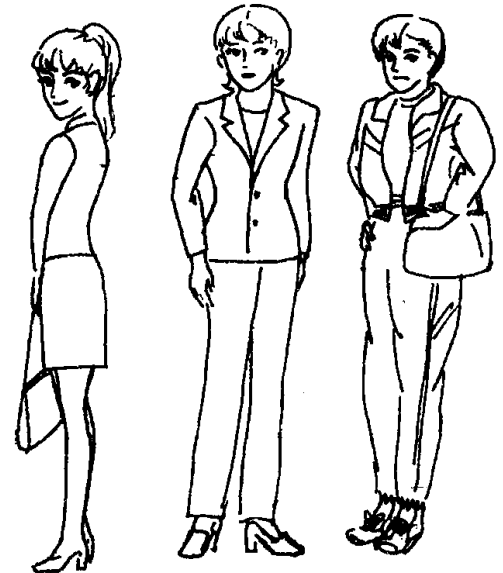
TURN THE TABLES: switch positions, exchange places.

USE: turn the tables on the Interviewer and ask him/her some questions.

REVIEW:

1) KNOW THE COMPANY

2) PREPARE A RESUME OR CV



3) VISIT THE COMPANY TO SEE WHAT THE EMPLOYEES ARE WEARING

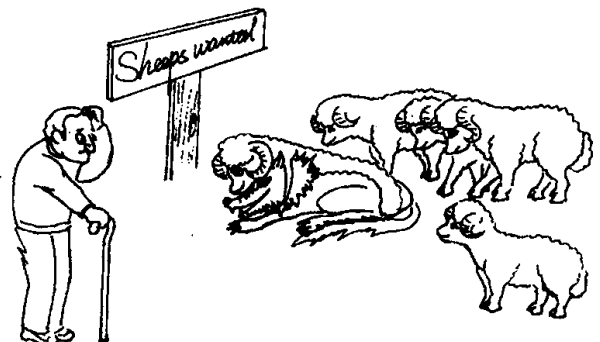
4) WRITE A SPECIFIC COVER LETTER FOR EACH COMPANY

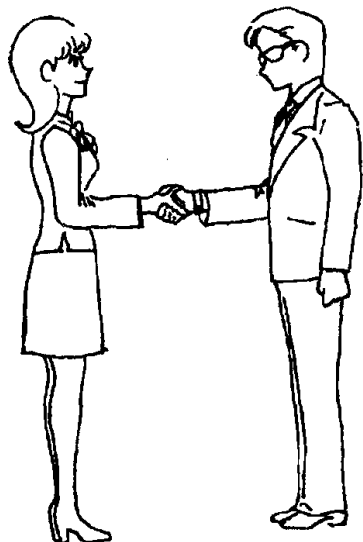
5) PREPARE YOUR MIND WITH POSITIVE THOUGHTS

6) DRESS APPROPRIATELY

7) ARRIVE FIFTEEN MINUTES EARLY TO THE INTERVIEW

8) MAKE FRIENDS WITH THE SECRETARY IF POSSIBLE





9) WHILE DOING THE PROFESSIONAL HANDSHAKE, STATE YOUR NAME WITH PRIDE AND CONFIDENCE.

10) GIVE THE INTERVIEWER ANOTHER COPY OF YOUR RESUME OR CV

11) BE PREPARED FOR BASIC QUESTIONS: (always say more than yes or no when you answer them) Practice answering them with a friend.

Why did you quit your last job?

What do you know about our company?

What are your personal strengths?

What was your biggest accomplishment at your last job?

Are you right for the job?

Can you explain your resume or CV?

What is your greatest weakness?

What salary do you expect?

Why do you enjoy your occupation?

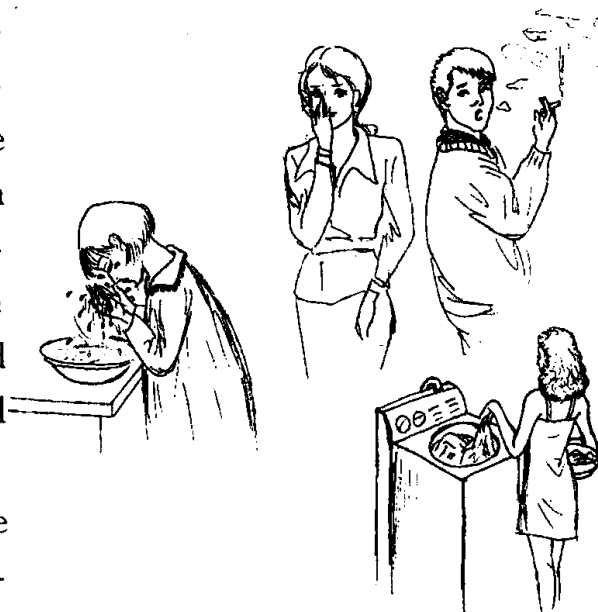
Do you have any questions for us?

12) GIVE ANOTHER PROFESSIONAL HANDSHAKE WHILE SAYING GOOD - BYE.

13) FOLLOW UP THE INTERVIEW WITH A THANK YOU LETTER TO THE INTERVIEWER

BEFORE THE INTERVIEW :things to help you prepare.

One should prepare for a job interview in a relaxed manner .By that I mean do not pay too much attention to any one single detail at the expense of others. There is no one key to succeeding at an interview; rather a person should rely on the cooperation of a large number of little details. Take things slow and do them correctly. Consistency and sincerity will be greatly appreciated by any potential employer. And always say more than yes or no!



Before the interview, one should prepare some of knowledge about the company one is seeking employment with. What is the main focus of the business? How many people does it employ? What languages are spoken in the offices? The answers to these questions should be well known before setting foot through the door. An employer will show more respect to an individual who cares enough to learn such details.

Carefully consider your physical appearance on the day of the interview. Although many companies have adopted a 'casual dress' atmosphere, you can never lose points by dressing carefully and neatly. The basics of cleanliness are mandatory; showering and brushing your teeth are included in this, and it is recommended that you not smoke before the interview as many people find the lingering odor offensive. On no accounts should one try to smoke during an interview! Taking care with these matters will insure that a potential employer will not have a bad first impression.



Bring with you to the interview a clean copy of your current resume and any supporting information, such a list of recommendations, a copy of your university degree or other certificates of education. In addition, if one is seeking employment in a country other than one's own, be sure to bring all immigration papers which relate to employment in your host country.

Be sure to arrive to your interview on time or even fifteen minutes early. Nothing irritates your potential employer more than to be made to wait! Plan to arrive early, so that unusual conditions, such as a traffic jams will not cause you to miss the appointed time. If extremely unusual conditions present them-



selves, causing your lateness, try to telephone the employer before you are late, so they will not waste time wondering where you are. Under such circumstances an employer may be willing to reschedule the interview.

While waiting for your turn, it is best to make friends with the secretaries or other staff around the office. This is also a good opportunity to practice saying more than yes or no. When your name is called, look up proudly, knowing that you are the one for the job. GOOD LUCK!

QUESTIONS ABOUT THE TEXT: Complete the sentences with the best answer possible.

- 1) You can gain the employers respect by knowing
- 2) Always say more than
- 3) RELAXED MANNER, means not being
- 4) While waiting for your turn at the interview you should
- 5) You should smoke before or at an interview.
- 6) Bring a clean to the interview.
- 7) Always try to arrive
- 8) Being means to be natural and honest, don't try to something you are not.

- 9) If you must be late,

10)PHYSICAL APPEARANCE includes:clothes and and

ANSWERS TO BEFORE THE INTERVIEW QUESTIONS

1)You can gain the employers respect by knowing THE COMPANY.

2)Always say more than YES or NO.

3)RELAXED MANNER,means not being NERVOUS.

4)While waiting for your turn at the interview you should MAKE FRIENDS WITH THE SECRETARIES.

5)You should NEVER smoke before or at an interview.

6)Bring a clean RESUME OR CV to the interview.

7)Always try to arrive FIFTEEN MINUTES EARLY.

8)Being SINCERE means to be natural and honest,
don't try to something you are not.

9)If you must be late,CALL THE INTERVIEWER TO TRY TO RESCHEDULE.

10)PHYSICAL APPEARANCE includes:clothes and TEETH and ATTITUDE.



面试场面 4:

地点:NESTLE 食品公司

面试者:G. Romero

应试者:Lao Feng

应聘职位:翻译

G. Romero: 下一位。欢迎!

Lao Feng: 你好, 我叫 Lao Feng。(握手)

G. Romero: 我叫 G Romero, 你的面试人, 见到你很高兴。

Lao Feng: 我打算应聘翻译职位。

G. Romero: 啊, 我还记得你的简历, 你还没毕业, 对吧?

Lao Feng: 是的, 我今年六月份毕业。

G. Romero: 上学期间, 做过临时工吗?

Lao Feng: 当然, 做过两年英语家教。

G. Romero: 那么从中有何收益啊?

Lao Feng: 做家教培养了我的责任感。在制订长期教学计划的同时, 我锻炼了自己的组织能力。教别人也提高了自己的英语。

G. Romero: 知道了。你的简历上说你曾同美国友人有过文化交流的经历, 那是怎么回事?

Lao Feng: 我的口语老师曾把我们介绍给在美国的美国学生。我的对练名叫 Dan, 我们每周练习三次, 我给他介绍了北京的许多名胜。作为回报, 他教我当代美语和美国文化。

G. Romero: 那样持续了多长时间?

Lao Feng: 我们互帮互学, 大约两年时间。

G. Romero: 从这段经历中你有何收益?

Lao Feng: 我学到宝贵的翻译经验。我帮他定机票, 办签证, 与当地人交往。更重要的是我认识了美国文化, 是 Dan 向我介绍了 NESTLE。他帮我了解贵公司, 使我明白像 NESTLE 这样一个大的跨国公司能为我提供最好的工作环境。

G. Romero: 现在问你个较难的问题。你认为你最大的劣势是什么?

Lao Feng: 我虽然是个优秀学生, 但我却从未在公司里工作过, 这很明显是我的劣势。

G. Romero: 我明白。你为什么要想做一个翻译呢?

Lao Feng: 我很喜欢学习西方文化, 我相信未来的经济是全球经济。在这样一种经济格局中, 离不开人与人之间的了解。翻译是个崇高职业, 作为译员可以多走走看看, 多认识一些有趣的人。

G. Romero: 回答的很好, 你还有什么问题要问我吗?

Lao Feng: 有。在我调查了解 NESTLE 的时候, 发现贵公司给中国市场带来了各种精

美的产品,我想知道在中国的工厂里有没有美国经理?

G. Romero:当然。我们有美国经理人员在控制产品质量。所以,我们每个工厂每个办公室都需要优秀的译员。

Lao Feng:接下来我想问,大部分工作是口译还是笔译?

G. Romero:由于公司要接待许多外国客人,因此,大部分翻译是口头的。

Lao Feng:我是否能问一下你们付给员工人民币还是美元?

G. Romero:人民币。

Lao Feng:最后,就我的学历和进取精神而言,我的起始工资应该是多少?

G. Romero:本公司译员的起始工资是每月两千人民币。你还有什么问题吗?

Lao Feng:现在不问了,谢谢。(站起来,握手)

G. Romero:谢谢你,Feng 先生。我的秘书会在几天后把结果告诉你。

Lao Feng:好的。我希望以后能和你一起工作。

训练 4. 进取精神

程序

- 1)列出那些激励你成为最佳员工的动力。是什么力量使你追求或安于现在的或即将从事的职业?这职业有何优点?
- 2)问自己最亲密的朋友,他们工作和生活的动力是什么?
把那些传统的原因用专表列出。
- 3)给每种动力做个标记,记着在申请工作时使用。

例:我的动力是什么?

受成功的人的影响

让自己家人过更好的生活

实现童年的梦想

渴望周游世界

帮助自己的家乡和国家

心目中成功的英雄——Jacky Chan

钱,钱,钱。

面试用语:

Best bet:	最佳选择
Boast:	吹嘘自己的成绩
Catch you later:	再见
Don't call us, We will call you:	我们认为你不适合这职位
Drill it into your brain:	反复记忆
Employee of the month:	月度最佳员工
Fit in:	属于

Hold true:	一贯诚实
Know it like the back of your hand:	了如指掌
It is not what you know but who you know:	要不认识他还能认识谁
Off the top of your head:	凭记性
Turn the tables:	扭转局势

复习:

- 1) 了解公司
- 2) 准备简历或求职信
- 3) 参观公司, 看员工们着何种服装
- 4) 分别给公司写信
- 5) 做好积极的心理准备
- 6) 穿着得体
- 7) 提前一刻钟到面试地点
- 8) 如果可能与秘书交朋友
- 9) 职业性握手时, 同时自豪而又自信地告诉对方自己的名字
- 10) 重给你的面试人一份简历或求职信
- 11) 准备好一些基本问题的答案(不要只回答 Yes 或 No)
 - 你为何放弃原来的工作?
 - 你对本公司有何了解?
 - 你有何优点?
 - 你在以前的职位上最大的成绩是什么?
 - 你能解释一下你的简历或求职信吗?
 - 你最大的弱点是什么?
 - 你希望什么样的薪水?
 - 你为何喜欢自己的职业?
 - 你还有什么问题要问我们?
- 12) 再见时再做一次职业性握手
- 13) 面试后给面试人写封感谢信

面试前你应做好的事情:

轻松地面对面试, 我的意思是不要过多地注意某一细节, 而忽视了其他方面。在面试中没有唯一的制胜法宝, 求职者应该注意方方面面的事情。做事要慢一些, 一定要准确。每一位潜在的雇主都会欣赏你的持之以恒和稳重。同时记住, 不要仅回答“**Yes**”或者“**No**”。

面试前,应该对公司的背景有所了解。该公司的主要业务是什么?有多少雇员?办公室里通常讲什么语言?在你跨进该公司大门前,记住,一定要对公司有所了解。雇主会因为这些更看重你一些。

注意面试当天你的衣着外表。尽管许多公司正在努力营造一种“宽松的穿衣”环境,你也不能因此而忽视这一点,穿衣要整齐仔细,包括洗澡和刷牙。由于许多人对办公室里有异味很反感,所以建议你在面试前不要抽烟,在面试过程更是不能抽烟!注意这些细节会有助于你在潜在的雇主面前留下好的第一印象。

面试时带上一份最近的简历和一些详细的资料,如推荐信,学历证明的复印件或其他一些证书的复印件。另外,如果你在国外找工作,还要带上所有有关的移民文件。

要按时到达面试地点,最好提前 15 分钟。迟到会让你潜在的雇主火冒三丈的。做好出发前的计划,这样一些意外事件例如堵车,就不会使你错过面试时间。如果发生了意外事件使你不能按时到达,记住要打电话通知雇主,这样他们就不会浪费时间。在这种情况下,雇主都会愿意另行安排面试。

在等待面试时,最好能和办公室的秘书或其他员工交上朋友。这也是一个了解公司情况的好机会。当叫你的名字时,要充满自信。祝你好运!

第五篇

如何获取签证

UNIT Five

Applying for a VISA to go abroad

*INTERVIEWING FOR A VISA TO TRAVEL ,
STUDY , WORK , OR IMMIGRATE TO AN ENGLISH-
SPEAKING COUNTRY .*

为到说英语国家旅游、学习、工作或移民而进行的签证面试

NEW WORDS:



Active learning: studying by doing, taking part in

Affected: influenced, changed by, touched

Ditto: me too, me also, I agree

Double-check: to ask or look-over something two or more times to be safe

Financial Burden: someone else has to pay your way, you are too poor

Hand Over: give to, pass over

Host an employee: invite a worker and take care of him financially

Identification(ID): cards or documents that prove who you are, what your job is or where you live.

Marital status: are you married or single?

Outcome: the result, how a situation is resolved

Temporary Visa: a short – term visa

Verification: something that can confirm a statement

Trying to go overseas can be more frustrating than marriage and divorce put together. This type of interview more than others can make Chinese people nervous. Not only yours, but your family's future is directly affected by the interview's outcome.

The first step is to attain an application from the specific embassy, for the correct type of VISA. There are many types of visas, know them all and their differences. While at the embassy, learn as much as possible about the country and city you wish to travel to. **KNOW THE COMPANY APPLIES HERE MORE THAN EVER.** Be extremely careful to fill out the specific visa form or application completely and correctly. Have a trusted friend with perfect English skills double-check and edit the application. One spelling error is enough for the embassy to reject your request.

Step two, bring many kinds of personal identification and financial records with you, (Driver's license, working card, passport, tax information, marriage license, everyone's birth certificate, bank statements, credit card accounts)

Step three, do not expect the embassy interviewer or employees to be polite. Often

they are very rude. Often they are very mad. This is done to scare many less confident applicants away. **DO NOT GET MAD BACK AT THEM. DO NOT LET THEM BOTHER YOU.** You should be polite and businesslike at all times.

Step four, remember you are good at what you do. Promise yourself that you will interview well and get the visa. **DON'T BE ALARMED IF THEY TURN YOU DOWN THE FIRST TIME.** Often the embassy has unknown reasons for turning down applicants. If you are rejected, don't worry, just improve your English skills, then try again.

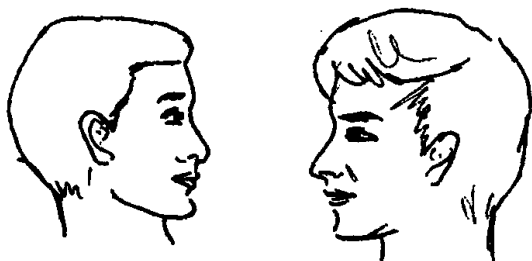
Step five, review all of the tips given in this book about job interviews, as most of them will still apply. **ARRIVE EARLY TO THE MEETING. GET READY TO SAY MORE THAN YES OR NO.** Don't expect the interviewer or embassy workers to be polite, but give them a professional handshake and a smile. **DO NOT GIVE THEM GIFTS.**

NOTE: IF YOU ARE DENIED A VISA BUT ARE POLITE AND KIND, YOU CAN ALWAYS TRY AGAIN. HOWEVER IF YOU GET ANGRY AND INSULT THE INTERVIEWER, YOU WILL NOT BE ALLOWED BACK.

To find out if you are the best bet for a visa, the interviewer will ask some of the following questions. Remember to be as **POSITIVE** as possible in your answers. Always try to find the **GOOD** side in everything. Talk only about your best experiences, unless otherwise asked.

VISA INTERVIEWER QUESTIONS

- a) Can you afford to live in the western Country or will you be a financial burden to the government?
- b) Is your English good enough to communicate well in the new country?
- c) Do you plan to return to China or will you immigrate? What kind of VISA are you looking to attain?
- d) Is there a viable reason for you to be picked when so many others are not chosen?
- e) Do you have a job, school or relatives waiting to assist you?
- f) Are you professional and business-like? Are you motivated enough?
- g) What is your marital status? Will your family go with you?
- h) What special skills do you have?
- i) Do you have a criminal record? Have you ever broken the law?
- j) Is your application correct and truthful?



DIALOGUE: AT THE UNITED STATES EMBASSY.

Ray Lee wishes to work in the US with a Z visa for two years. Gary Coleman is his interviewer:

Mr. Coleman: Send in the next applicant.

Ray Lee: (while giving a professional handshake) Hello, sir, nice to meet you. My name is Ray lee.

Coleman: Have a seat, sir. Where are your documents?

Ray: Which documents would you like, sir?

Coleman: Your IDENTIFICATION, YOUR FINANCIAL RECORDS, WHERE ARE THEY?

Ray: The workers outside checked them all twice. Isn't that enough?

Coleman: I will check them again. Give them to me.

Ray: Here you are, sir.

Coleman: (looking at the documents) How do I know you have enough money to live in the States?

Ray: As you can see from my financial records, I have been saving ten thousand US dollars a year for three years. In addition I am being hosted by the Orphan Underground Printing company. They are located in Baltimore, Maryland. Here is their financial reports for the last two quarters.

Coleman: Is this your first interview to go abroad?

Ray: It certainly is, you are correct, this is my first interview to go abroad.

Coleman: About your English skills, what have you been doing to improve them?

Ray: This year I spent a huge amount of time communicating with and translating for my employers from Orphan Underground Printing. I am the only Chinese speaker in our Beijing office, so I usual speak English during the day.

Coleman: What will be the length of your stay?

Ray: I will need two years to complete my managerial working training. Doesn't it say that on my application?

Coleman: My job is to double-check and find out if your are lying. Now, do you have any relatives in Maryland or the US?

Ray: I am sorry, sir, I do not have any relatives overseas. Although, I have many friends in the Orphan Underground company.

Coleman: What special skills do you have?

Ray: I have had four American English teachers. I took part in a cultural exchange with many of them. (Hands interviewer three references) Here are there references about my English and Business skills.

精通英语面试

Coleman: I see, such references will help your chances to get the visa. To double-check, I must ask you if you have a criminal record. Have you ever been convicted of a crime in China?

Ray: I am glad to say I have never broken the law. In addition I have been studying the laws of the United States so that there will be no problem when I go there. I have been and always will be an honest, law-abiding man.

Coleman: Tell me if your wife and child plan to accompany you or visit you during your stay in the USA?

Ray: As my application states, I will go abroad alone. I plan to work hard and efficiently so I can come back quickly and become the manager of the Beijing Branch of Orphan Underground.

Coleman: Can you tell me what does Orphan Underground print?

Ray: I would be glad to. Orphan Underground prints creative books for children of all ages. Some are scary, some exciting, all are colorful. We take classic monster stories from the west and share them with the Chinese youth.

Coleman: Well, that's sounds easy, Why will you study for two years in the US?

Ray: I will study how to manage the budget, copy writing laws, computer graphics design and literature of American classics. Such an active learning atmosphere can only be found in the States.

Coleman: Are you aware that there are many Chinese who travel to the USA on temporary visas, then immigrate after that? Do you promise not to do that?

Ray: I can assure you I would never leave my family. As you can see from my application, I have verification from my host company that they will be responsible for seeing that I return to China within two years.

Coleman: Please sign this form saying you have not lied during the interview today or on your application. The truth is important to us.

Ray: Ditto, the truth is important to me too. It would be my pleasure to sign the form.

Coleman: Do you have any questions for us?

Ray: Of course, thank you. Can you tell me anything else I can do to prepare myself to go abroad?

Coleman: Your best bet is to start reading an American newspaper. Try to get a newspaper that is published near you destination. Baltimore, Maryland has a paper famous called the Baltimore Sun. Start reading it.

Ray: Also, sir. How long will it take you to make your decision on my visa?

Coleman: It will take about two to three weeks. We will call you with an answer.

Ray: Thank you very much, sir. You have been more than helpful.

Coleman: You're welcome, Mr. Lee. But I am not promising anything.

REVIEW UNIT

IF YOU PLAN TO IMMIGRATE GET A LAWYER TO HELP YOU!

There are many legal problems and questions.

To go abroad, specifically Canada, you must show documented PROOF of the following information:

- Date of Birth
- financial situation, bank statements
- Details of Education, including the highest level of Degree or Diploma obtained, the field, and if you have any special training
- Job history, including Research Assistant if you are student, specify if you have any part-time jobs
- Language capabilities in English and/or French
- Any Relative in Canada who are permanent residents or Canadians. Specify relationship

Those wishing to know general aspects of Immigration of Canada can obtain a copy of brochure called "Building Your Future In Canada" at the following address:

Canex Beijing Office
Room 10-B, CITIC Building
No. 19 Jianguomenwai Street,
Chaoyang District, Beijing, China
Tel: (10)6500-7200
(10)6500-7212

While planning to go abroad you should call the respected Embassy to receive an Immigration News Update. Such news letters are very useful and will help you understand English and the country you wish to go to.

The following is the example abstract of a Newsletter from Canadian Embassy in Beijing. The information is real, so feel free to use it.

BEIJING NEWSLETTER

Canadian Embassy, Immigration Section

19 Dongzhimenwai Dajie
Chaoyong District
Beijing PRC
tel #

This is our first newsletter sent to our service partners. We envisage producing such a letter 3 or 4 times per year and will endeavor to provide an overview of our program share information on changes in office procedures and present general issues that are of concern to PRC clientele.

OVER VIEW

Since January 1, 1995, Beijing has offered the full range of immigration services. Prior to this only applicants with relatives in Canada could make an USE for permanent residence.

We began to receive applications in the Independent category in large numbers in June 1995 with the receipt of 100 applications. Since then, the number of applications received has steadily increased. In the first quarter of 1996 we received 2,900 immigrant applications-1,611 were independents. This compares to 1,134 immigrant applications in the first quarter of 1995 of which only 82 were independents.

In 1995 we also processed 25,364 non-immigrant applications. In the first quarter of 1996 applications increased 10% compared to the first quarter of 1995.

INDEPENDENTS

This issue will focus on procedures for submission of applications and the most frequently asked questions since the opening of the Independent program.

Processing times

Cases are currently finalized within 10 to 16 months of submission. Although we are currently interviewing applicants who applied in September 1995, future processing times will depend on numerous factors including the number of applications received, and resources allocated by Ottawa to this mission. Clients should not expect to receive notice for an interview until at least 10 to 12 months after submission of their completed application forms and all required documentation. All interviews are conducted in Beijing.

Interview Waivers

Due to the unreliability of documentation in China we have not been able to waive as

many interviews as we had initially desired. However, we have begun to do so on strong, clear and complete applications. We hope to increase the numbers significantly in the next 12 months.

Problems specific to PRC clientele (clients/applicants)

-Documentation-To avoid undue hardship to PRC applicants, we do not request documents such as work reference letters police certificates until after a positive interview decision has been taken. Passports are not requested until we are in a position to issue a visa. More details are provided in our APPLICATION kit.

Medical

Medical instructions for non Family Class clients will ONLY be provided after a positive interview. Our initial proposal to send instructions with the interview letter is not feasible at the moment. In addition, we found that it provided marginal benefits at best to our clients. Family class applicants receive instructions after submitting a completed IMM8.

Medical results are reviewed by the Medical Section at the Commission for Canada in Hong Kong. Results are normally available 8 weeks after the examination.

DNA testing

Beijing has commenced DNA testing. This procedure affects primarily the FC/DR/RM clientele. The blood draws are performed only in Beijing, as they must be supervised by a Canadian officer. Sponsors in Canada are responsible for contacting Helix Biotech and advising their dependents to make an appointment at the designated clinic in Beijing. All fees are paid in Canada.

Mailing addresses

Mailing has been a major source of frustration in the processing of all Applications. All addresses in China must be provided both in standard pinyin and in Chinese characters, and must include a postal code.

The Embassy of Canada is not permitted to send mail within China using pinyin transcription. Chinese addresses can be converted from characters to pinyin but the reverse cannot be done accurately. In cases where we do not have a complete mailing address in Chinese characters including the postal code, we will send mail to alternate addresses, such as a second address for the representative's firm in Canada or Hong Kong. If no alternate ad-

dress is available the file will be paper screened, added to the interview waiting list, and filed until the client contacts us. The acknowledgment of receipt letter will stay on file until then.

Since April 1, 1996, our office has sent mail to addresses in Hong Kong, as well as Canada and the PRC. We can also reply to case related queries originating from these places, provided that the provisions of the Privacy Act are met: (1) proof of Canadian citizenship(residency) from the sender and (2) the appropriate authorization from the APPLICATION.

We send correspondence ONLY to the mailing address provided by applicants in box number 7 on their IMM8 form. If an applicant has indicated a mailing address in Canada, all correspondence, including medical instructions, requests for information required to process the APPLICATION, and the immigrant visa will be sent to the mailing address in Canada via the Canadian Diplomatic Bag. Using diplomatic mail will result in a delay of up to 6 weeks before letters reach their final destination in Canada.

Part 2: More Questions and Answers

(REMEMBER ALWAYS SAY MORE THAN YES OR NO)

Q: Is there a huge backlog of family class APPLICATION in Beijing visa office?? How long does it normally take for a case to be finalized in Beijing after medical examination??

A: Currently, it takes about 18 months to finalize the family class APPLICATION through Beijing office.

Q: I received my interview waiting notice January this year. But, after that, I have not received any other information from Beijing CA Embassy. Feel free to tell me this is the way it is. Any reply to me will be appreciated.

A: Current backlogs for selection interviews exceed 14-16 months from the time of submission. In addition, Beijing has suspended immigration interviews from January 23rd to March 3rd. Details will be posted in the next issue of our Newsletter.

Q: I ask this question on behalf of my friend who is currently in Mainland China. He

doesn't want to apply through the Canadian Embassy in China because of the extremely long waiting period. What he wants to know is if he can submit his application to Singapore Canadian High Commission?

A: Yes, of course he can.

Q: I just want to know what the meaning of "Permanent Resident" is.

A: It is the Canadian equivalent of a US "Green Card", which permits the holder to reside and work in Canada. Please note that permanent residents have to stay in Canada at least 183 days of each one year prior to become a Canadian citizen to avoid losing their permanent resident status. A Canadian permanent resident will enjoy the same rights as a Canadian citizen except that he cannot vote in Elections.

If you would like to travel or immigrate to Canada, or if you just want to practice your English contact the Canadian Embassy.



GOOD LUCK
WITH YOUR NEW JOB WHERE EVER IT IS!

生词

Active Learning:	边做边学,积极参与
Affected:	被影响的
Ditto:	我也是
Double - Check:	双检
Financial burden:	经济负担
Hand Over:	转让、移交
Host an employee:	聘请工人,付以工资
Identification:	能够证明你身份、工作或住址的卡或证件
Marital status:	婚状
Outcome:	结果
Temporary Visa:	临时签证
Verification:	证明

出国比结婚和离婚加在一起还令人头疼。出国面试对中国人来说比什么都紧张,因为面试的结果好坏不仅影响自己而且也影响着全家的命运。

第一步:就是到有关使馆索取申请表,申请合适的签证。签证有许多种,最好对它们都了解,知道各种签证间的区别。到使馆后,尽量多了解一些你要去的国家和城市的情况。知己知彼,此时显得格外重要。你要正确完整地填写有关签证申请表,请一位英语好而又信得过的朋友进行反复检查修改,要知道有时一个拼写错误就会遭到使馆拒签的。

第二步:带全各种身份和财产证明,如驾驶证、工作证、护照、纳税证明和信用证等。

第三步:不要指望使馆面试人或工作人员会对你客气。他们经常显得很粗野,甚至发疯。这样做的目的是让那些底气不足的申请人退避三舍。你千万不要以牙还牙,不要理他们。你应显得彬彬有理,不卑不亢。

第四步:始终记住你是最优秀的,坚信自己会通过面试,获得签证。如果第一次拒签了,不要惊慌失措。使馆经常为莫名其妙的原因拒签,不要着急,提高你的英语水平,准备东山再起。

第五步:重读一下本书为你提供的各种面试范例,里面许多内容也同样适用于签证面试。提前到达约会地点,准备好必要的措辞,不要只简单地回答“Yes”或“No”,不要指望面试者或使馆工作人员会有礼貌,和他们职业性地握手,微笑一下即可,千万不要送礼物。

注意:如果你被拒签了,只要你能有礼貌而又平静,你还会再有机会。但如果你冲面试官发火或你侮辱他们,你就彻底没戏了。

要决定是否给你签证,面试者会问你以下一些问题:

1. 你是否有能力在西方国家生存,而不至于成为政府的负担?
2. 到一个新的国家里你能用英语有效交流吗?
3. 你打算还回中国呢,还是打算移民? 你想要什么样的签证?
4. 在这么多人被拒签的情况下,你认为你有什么特殊的理由取得签证吗?
5. 你是不是有个工作、学校或亲戚之类的来支持你?
6. 你是不是有专业知识和经营头脑? 你是否有足够的进取精神?
7. 你结婚了没有? 是否带家属一起出去?
8. 你有何专长?
9. 你是否有过犯罪历史? 是否违过法?
10. 你的申请是否正确、真实?

对话:在美国大使馆

Ray Lee 希望申请签证到美国工作两年。Gary Coleman 是他的面试人。

Mr. Coleman: 下一位。

Ray Lee: (职业性握手) 你好,先生,见到你很高兴。我叫 Ray Lee。

Coleman: 请坐,你的证件在哪儿?

Ray: 你指哪些证件,先生?

Coleman: 你的身份证、财产证明,它们在哪儿?

Ray: 外面的工作人员已检查了两次了,还不够吗?

Coleman: 我还要检查一遍,请给我。

Ray: 给您。

Coleman: (看看证件) 你怎么证明你有足够的钱在美国生活?

Ray: 你可以从我的财产证明上看出,三年来,我每年积蓄一万美元,此外,我受邀于 Orphan 地下印刷公司,地点在 Maryland 州的 Baltimore,这是它们上两季度的财务报告。

Coleman: 这是你第一次出国面试吗?

Ray: 对,这是我第一次出国面试。

Coleman: 关于你的英语水平,你是用什么方法提高的?

Ray: 今年我花了大量时间与我的 Orphan 地下印刷公司的上司们用英语交流或为他们做翻译。我是公司北京办事处唯一会说汉语的人,但我上班时经常说英语。

Coleman: 你打算在美国呆多长时间?

Ray: 我需要两年的时间来完成我的管理工作培训,申请书上有说明。

Coleman:我的工作就是负责复查,看你是否在撒谎。你在 Maryland 或美国有亲戚吗?

Ray:对不起,先生,我国外没有亲戚。但我有许多朋友在 Orphan 地下印刷公司

Coleman: 你有何专长?

Ray:我有四个美国英语老师,我与他们大多数进行过文化交流。(递给面试人三份证明材料),这是有关我英语水平和业务能力的证明。

Coleman:我明白了,这些证明会有助于你取得签证。作为复查,我必须问你是否有过犯罪史?在中国是否受过起诉?

Ray:很幸运,我从未违过法。不仅如此,我还一直在学习美国法律,以便到美国后能避免出现问题。我一直是而且永远会做一个诚实、守法的人。

Coleman:那么告诉我你在美国期间你的妻子和孩子是否打算去陪你或探亲?

Ray:如申请书上所写,我是一个人出国。我打算努力有效地学习,以便能早日回国担任 Orphan 地下印刷公司北京办事处的经理。

Coleman:你能否告诉我 Orphan 地下印刷公司印刷什么?

Ray:好的。Orphan 地下印刷公司为各种年龄的孩子印刷故事书。有的故事惊险,有的刺激,真是五彩缤纷。我们把西方古代魔鬼的故事引进来给中国的孩子们读。

Coleman:啊,听起来很容易,你为什么要在美国学习两年?

Ray:我要学习如何进行预算管理,版权法律学习电脑印刷设计和美国古典文学。这种学习环境只可能在美国找到。

Coleman:你是否知道许多中国人用临时签证去美国,然后就成了移民?你能否保证不这么做?

Ray:我可以向你保证我决不离开自己的家庭。你从我的申请书上可以看出我有该印刷公司的担保证明,担保我两年以后回到中国。

Coleman:请在这张表上签字证明你没有在今天的面试和担保书上撒谎。真实情况对我们很重要。

Ray:对我也是如此。我很乐意签这张表。

Coleman:你有问题要问我们吗?

Ray:当然,谢谢,你能告诉我出国前我还有什么要准备的吗?

Coleman:你最好开始阅读一种美国报纸。想办法弄到你要去的目的地的报纸。Maryland 的 Baltimore 有一报纸很有名,叫 Baltimore 周报。可以开始读它。

Ray:还有,你们需要多长时间决定是否给我签证?

Coleman:大约两三周。我们会电话通知你。

Ray:多谢你,先生,你给了我很大帮助。

Coleman:不客气,Lee 先生,我并没有向你许诺什么。

Teacher's Syllabus

(教师使用提纲)

Notes to my fellow teachers. I greet you with words and gifts and gifts of words. I use the thoughts of my friend to remind us all;

Whispering through the leaves,
a teaching wind reminds the dying oak,
that it once flew as a seed.

— — — — — Brother John, fellow educator.

We were all the seeds flying, hoping and learning. Teach with this knowledge, learn through the experience, and have a great time. Enjoy.

If you have any problems, comments or constructive corrections, please e-mail us at chinawide@yahoo.com

Teacher's Syllabus accompanying: How to Answer

Each class is about 100 minutes. There are eighteen lessons.

UNIT ONE: Lesson One: Introductions, synonyms for saying hello, class rules, asking questions

A) At the start of each class teach the students a new way to say hello or good bye. What's up? Nothing much. (use this greeting many times during the class)

B) In class assignment: go over rules, talk about how you can teach yourself English.

Productive Rules:

1) Always say more than yes or no. Answer in complete sentences.

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- 2) Fee free to ask any question. (this is a good time to introduce yourself as a teacher)
- 3) Compliment each other. (Teach compliments)
- 4) Bring a note book to class.
- 5) Set a punishment for beepers and mobile phones. (Good lead in to teach about other kinds of phones)
- 6) Smile.

C) Read introduction together.

D) Use the new words in sentences, then have the students act out dialogues using the words, as doing is the best way to learn.

They should each perform their dialogues in front of the class.

E) Yes and No drill. Have the students pair up, then you give them a few yes or no questions to ask each other. Make sure they use the new synonyms for yes and no. Also stress the proper usage of a strong yes and no.

F) Talk about the company. Introduce a company, then have the students talk about their present jobs, or dream jobs.

G) Drill: In groups, have the students answer the question, Where do I use my English skills. Have each group write more than ten answers. Next, have each group explain their best answer to the class.

H) Pronunciation drills: The(th) sounds and (s) sounds

I) Say "I hope to see you again/ Catch you later."

Homework: Talk in English with a friend for 20 min every day.

Lesson Two: Agree or disagree, cooperative learning, Make a high school, learn about education in the USA

A) At the start of each class teach the students a new way to say hello or good bye)
How's Business? Same old, same old. Things could be better, better than usual.

B) Read the section on dialogues together.

C) New words:

I AGREE: I see your point, you're right, exactly, me too, ditto, you took the words right out of my mouth, great minds think alike.

I DON'T AGREE: I see your point, but... , you're not seeing the whole picture, sorry to say, you're wrong, ARE YOU BLIND? (Use the new words in sentences, then have the students act out dialogues using the words, as doing is the best way to learn.)

- D) In class assignment: Group learning (3 – 6 per group), debate with other students on the best possible high school, learn how to agree and disagree in fluent English.
- 1) List ten possible educational programs such as: Science Lab, Sports, Food for poor students, Computers, \$ for Trips, extra money for teachers, Language lab, Art and music. . .
 - 2) Have each student in each group explain which (and why) they like a specific program.
 - 3) Have each group agree on the 3 most important educational programs. They must write them down in order of importance.
 - 4) Have each group agree on a name for the school.
 - 5) Send one person from each group to another group to have them “change the minds” of the others.
 - 6) Decide on the most – liked set of programs, and chose one name for the school.
- E) Read and practice the first interview dialogue.

Homework: Practice the dialogue and do activity #1.

UNIT TWO: Lesson Three:

- A) At the start of each class teach the students a new way to say hello or good bye.
How's things? How's life?
- B) Go over the activity #1 (homework.)
- C) Review the unit one dialogue.
- D) Use the new words in sentences, then have the students act out dialogues using the words, as doing is the best way to learn.
- E) Read the text together, “Help with a Handshake.” Demonstrate and practice the different handshakes.
- F) Read and discuss the “Clothing” text. Name and label formal clothing.
- G) “How much did that jacket cost?” “Can you guess?” Teach the students how to guess prices, using terms like: Higher, Lower, Not even close, You got it , You're a genius.
(Use synonyms for money)
- H) Pronunciation drills: The (b) sounds and (v) sounds.
- I) Say: See you soon.

Homework: prepare the following topics for the next lesson: The best day of my life, The worst day of my life, My special family member, My love story, A strange thing that happened at the office.

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Lesson Four: Learning to be an active listener

- A) Pronunciation Drill: (V) and (B) sounds. Teach them to pronounce Kill and Cure.
- B) Teach and act out the New Words: REALLY?, I don't believe you, you must be kidding (joking), get out of town, no way. (review I agree), GREAT! That's wonderful, I am glad to hear that, good for you. TERRIBLE! I am sorry to hear that, that's awful, better luck next time, that's too bad. TELL ME MORE; go on, and then? What happened next?
- C) The teacher should tell a story to the class and have them be active listeners.
- D) In class assignment: In groups, (4 – 6 students) take turns talking on the following topics. While one student talks, the others practice being active listeners. Each student will talk for three minutes, before you move on to the next topic. (1hr – 20 min)
Conversation topics: The best day of my life, The worst day of my life, My special family member, My love story, A strange thing that happened at the office, I love or hate my boss.

Homework: Review the previous lessons.

Lesson Five: Letter of Recommendation:

- A) Long time no see.
- B) Read and explain the recommendation letter text. Have the students take the accompanying quiz.
 - 1) Before you have them grade their own quiz in class, have them estimate their scores.
 - 2) Teach them the difference between actual and estimated, optimistic and pessimistic.
- C) Have the students write a letter of recommendation as if they were recommending themselves. They must list their good points and achievements.

Homework: Edit your own recommendation letter.

Lesson Six: Editing the letter

Always a pleasure running into you.

- A) Teach editing skills and editing language.
- B) Exchange recommendation letters between students. Have them edit in groups. Let at least two other students edit each letter.
- C) have selected students read their letters in front of class.
- D) Read Interview # 2. Have selected students perform the dialogue, remember the professional handshake!

Homework: Activity #2

Lesson Seven: English patterns and games to learn:

A) Go over homework, activity #2

* Review ways to say hello, "Sure is nice to see you."

B) Drill: Name a few famous places in the USA and tell why they are famous.

(DC is famous because it is the capital of the USA.)

C) Patterns: Doesn't he? Haven't yet. Still and already.

D) Filling out forms: D.O.B., Income, date is different, spouse, hobbies.

E) In class assignment; Teach them Games that help them learn English (ice breakers):
Rock paper scissors, Guess the gender (have all the students write down their hobbies and favorites, colors, movies, then read the cards, let two competitors try to guess the gender of the writer.). Unscramble previously learned words, Trivial Pursuit, hang man...

F) Review dialogue 1 and 2.

G) Homework: write five sentences for each of the following patterns:

Still/already, you had better, I don't enjoy, I never expected, besides

UNIT THREE: Lesson Eight:

"How is it going with you?" How is it going with your new job?

Telephone English

* (Have the students write 4 sentences with "how's it going with...")

A) Explain and act out new words of Unit Three.

B) Read text on Resume. Explain the importance and function of the resume.

C) Review editing skills and editing language.

Homework: prepare a resume.

Lesson Nine: Editing the CV

"Nice to see you again."

A) Pair up and ask each other questions about the resume. (15 minutes)

B) Exchange CVs between students. Have them edit in groups.

Let at least two other students edit each resume. (1 hour)

C) Homework: Practice dialogue #3 and do activity #3 and review for a test.

Lesson Ten: test # 1

A) The teacher should write a test as per the student's level including information from the book, the activities and any special input from the teacher.

(During the test the teacher can edit the CVs)

B) Grade the test in class, explaining the answers and have them first estimate their scores.

C) Review Dialogue # 3 and activity # 3.

No Homework

Lesson Eleven: Other Dialogues

A) Teach the students ways to say hello on the phone.

B) Practice conversations:

a) Hello, IBM, Alice speaking, how may I direct your call?

b) Hello, is your boss in?

a) Please hold, I will check.....sorry, sir, he is out. May I take a message?

b) Please tell the boss that John Smith called. Have him call me back ASAP!

a) Anything for you. Have a nice day.

b) You too, bye, bye.

Or: (May I ask who is calling)

a) IBM, Martha speaking, how can I help you?

b) Maybe, I am looking to buy a new computer.

a) You will need to talk with the salesman, he is out right now.

b) Please have him get back to me ASAP.

a) Anything else, sir?

b) Why yes. Where is your office located?

a) We are on the corner of Slade Rd. and Smith Ave. Our office hours are 9 – 5 Monday through Friday. Visit any time.

b) I'll do that, thanks a bunch.

C) Teach them other phone conversations: Buying plane tickets, Dinner reservations, Booking a Hotel room.

D) Quiz them on whether these sentences for a restaurant or airline tickets, or both) Reservations: Airline tickets, restaurants: How many in your party? How will you pay? Cash Check or Charge? When will you fly? Would you like the Vegetarian meal? What class will you fly? Smoking or non? When will you travel? What time will you arrive? Round trip or one way?

Homework: call some one and talk to them in English.

UNIT FOUR: Lesson Twelve: Popular Questions

“Great to know you!”

- A) Read and act out new words of Unit four.
- B) Read and explain text. Have the students use their work history to answer the questions in the text. Have selected students perform the questions in front of class. Make sure they are not shy!
- C) Pronunciation drill; Usually, Visually. Teach the students the famous pronunciation sentence, “Cowboys of the western valley usually wear vinyl vests.”

Homework: Research what kind of forms you will need at a new job.

Lesson Thirteen:

Talk about gender differences, stereotypes, discrimination in the work place. Tell what is bad

- A) What's new?
- B) Teach the students synonyms for thank you: I owe you one, thanks a bunch, I appreciate it, you're the best, that's nice of you. . .
- C) Read before the interview and answer the connected questions.
- D) Gender activity:
 - 1. Split up the boys and the girls.
 - 2. Have the boys write on the board all the bad things about the girls, while the girls are writing the bad things about the boys. (10 minutes)
 - 3. Ask the students to explain each of the many complaint about the opposite sex.
 - 4. Have them write what is great about boys and girls.
 - 5. Have them explain their answers.
- E) Review for test #2, try to pit the boys against the girls in the review session to motivate activity in the classroom.

Homework: Study for test #2

Lesson Fourteen: Test and Idioms

- A) Write a test as per the student's level. If you have time you can debate with them if the old adage is true, “Tests test teachers not students.”

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B) Idioms: TYPES OF PEOPLE: Hunk, Babe, Jock, Nerd, Money bags, Miser, chicken, big mouth, nosy, bugs me, I can't stand it, broke, work like a dog, sleep like a log, lazy dog.

In Class assignment: With a partner, students will prepare a SKIT (little play) using on or more of the new America idioms that you just learned.

Homework: Write a short story incorporating all of the idioms they learned today.

Lesson Fifteen: Dialogue and activity #4

A) Read and explain dialogue #4.

B) Activity #4

C) Teach synonyms for you're welcome: no big deal, forget it, don't mention it, not at all. . .

D) Free talk and questions for the teacher.

Homework: Review the other dialogues. Have the students come to the next class dressed in their interview clothes.

Lesson Sixteen: Practice the interview

A) Inspect their interview clothes.

B) Relay synonyms for "sorry" and the polite reply, "don't mention it". Explain which of these can be used for both You're welcome and No big deal.

C) Practice the interview.

1. Go over the questions and proper answers one can expect at an interview.
2. In pairs, one student plays the applicant, the other is the employer, construct a realistic dialogue about the interview. Answer these questions: why did you quit your last job? What are your personal strengths, describe your most productive project at your last position. Where do you see yourself in 5 years? What is your greatest weakness? What salary do you deserve? Do you have any questions for us.
3. Take turns being the employer.
4. Have selected pairs perform in front of class.

D) Ask the students if they have any plans to go abroad. Ask them to describe what they think it will be like, or what it was like?

No Homework, just bring in a gift for the teacher.

UNIT FIVE (special Unit): Lesson Seventeen: Greetings

A) Read and act out new words.

- B) Read and explain text.
- C) Read and act out the dialogue.

Lesson Eighteen:

- A) Review and focus on their weak points.
- B) Use the second half of class as a party. After today you won't be their teacher, you will just be their friend. Enjoy.

Remember that teaching is caring professionally, and caring is down right cool. My respect goes out to any and all that join in the fight to educate, while themselves learning in front of a large audience. Catch you later.

Images have been losslessly embedded. Information about the original file can be found in PDF attachments. Some stats (more in the PDF attachments):

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