

集看、听、说为一体的职场口语书

互动式

多媒体



戴卫平 蔡坤 主编

职场英语 情景实战演练

3

多媒体课堂，一次学会单词、句子和对话

大品质保证



1保证

职场对话精华、重点全部收录在内！
最全！最新！最实用！

2保证

英语口语畅销书作者精心编写，美籍专家审定，
邀请资深美籍外教全程参与录音，权威作者让
你说得流利，长期记忆。

3保证

豪华体验版的互动多媒体电子书+高清MP3光盘，
声音+文字，相互搭配使用，让你躺着听，看着
学，随身带着走，时时刻刻为自己加油充电。



中国宇航出版社

职场英语 情景实战演练



中国宇航出版社

· 北京 ·

版权所有 侵权必究

图书在版编目(CIP)数据

职场英语情景实战演练/戴卫平,蔡坤主编. —北京:中国宇航出版社,2009.1

ISBN 978-7-80218-479-4

I. 职... II. ①戴...②蔡... III. 英语—口语 IV. H319.9

中国版本图书馆 CIP 数据核字(2008)第 159461 号

策划编辑 战 颖

封面设计 03 工舍

责任编辑 战 颖 卢 珊

责任校对 杜 芬

出 版 中国宇航出版社

社 址 北京市阜成路 8 号 邮 编 100830
(010)68768548

网 址 www.caphbook.com / www.caphbook.com.cn

经 销 新华书店

发行部 (010)68371900 (010)88530478(传真)
(010)68768541 (010)68767294(传真)

零售店 读者服务部 北京宇航文苑
(010)68371105 (010)62529336

承 印 三河市君旺印装厂

版 次 2009 年 1 月第 1 版 2009 年 1 月第 1 次印刷

规 格 787×960 开 本 1/16

印 张 16.75 字 数 386 千字

书 号 ISBN 978-7-80218-479-4

定 价 29.80 元(赠多媒体光盘)

本书如有印装质量问题,可与发行部联系调换

PREFACE

前言



《职场英语情景实战演练》专为初入职场或是想为自己充电的你设计出 100 多个职场中出现频率最高的情景式对话,全书收录:职场新人、日常办公、公司会议、职场风云、企业财务、白领话题……每个情景由经典句型、热门话题、实战演练、词汇宝典四个部分构成,帮助读者既练好英语的基本功,又可以轻轻松松地与老外聊天。让你马上融入其中,并快速上口!

随书赠送的多媒体完全实现语音与文字同步,帮你克服只记住了文字而张不开口的尴尬,又可避免听到语音而找不到文字的问题,实现眼与耳的同步训练。同时你也会惊喜地发现你的听力水平也在迅速地提高。拥有此多媒体光盘,就像免费送你一台复读机,强大的复读、跟读功能,特别针对你听不懂或者难记的句子,只要轻轻一击,便可反复播放,帮你克服自己的听力和发音缺陷。

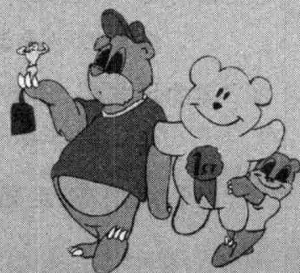
为什么觉得自己说对了,别人还是听不懂。别发愁!对照外教的标准读音反复模仿,纯熟的口语你也可以轻松拥有!软件的随时帮助功能,帮你解决所有遇到的问题,将鼠标移至不会的句型或对话处,轻轻一点,标准发音随之而来。

模拟职场高频场景,让你仿佛身临其境。标准的外教发音,真实的场景感,语音与图书页面的同步指导,让你想记不住都难!

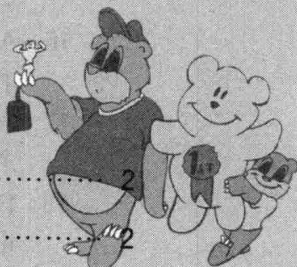
每一单元的音频文件都可以随时导出变成 MP3 格式。你可以利用坐车、走路、睡前这些零散的时间,在用眼疲劳的情况下,仍

可以让每一个句子、对话在你耳朵里“跳舞”，让你真正享受电子听书时代带给你的便利。

无论是课堂教学还是自学，本书都有其独特的延展度和灵活性。它能深入到职场的细微之处，让你在职场之中时时刻刻与英语为伴，简简单单脱口而出！



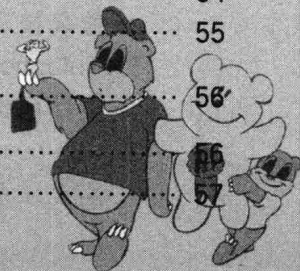
CONTENTS



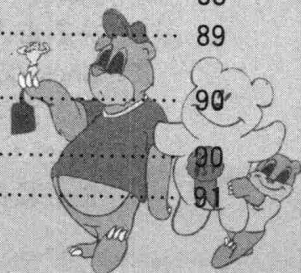
Unit 1 求职面试

1. Educational Background	2
教育背景	3
2. Resume	4
求职简历	5
3. Work Experience	6
工作经历	7
4. Interview	8
面试	9
5. Qualifications	10
求职资格	11
6. Personality and interest	12
性格与爱好	13
7. Ambitions and aspirations	14
理想与抱负	15
8. Reasons for applying a job	16
求职原因	17
9. Interview etiquette	18
面试礼仪	19
10. Dressing skills for job interview	20
着装技巧	21
11. Telephone interview	22
电话面试	23
12. Job-hunting on the internet	24
网上求职	25

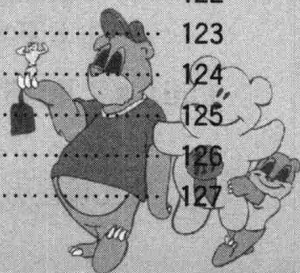
13. Applying for salesperson	26
求职销售人员	27
14. Applying for tour guide	28
求职导游	29
15. Applying for computer engineer	30
求职电脑工程师	31
16. Applying for stewardess	32
求职空姐	33
17. Applying for administrator	34
求职管理人员	35
18. Recommending a job	36
推荐工作	37
19. Recruitment	38
征聘新雇员	39
20. Talking about the job market	40
就业市场	41
Unit 2 职场新人	42
1. Going to work	42
报到上班	43
2. Introduction	44
介绍同事	45
3. Co-workers	46
同事相处	47
4. Working instructions	48
工作指导	49
5. Lunch time	50
工作午餐	51
6. Being late	52
上班迟到	53
7. Asking for leave	54
因事请假	55
Unit 3 日常工作	56
1. Telephone	56
接听电话	57



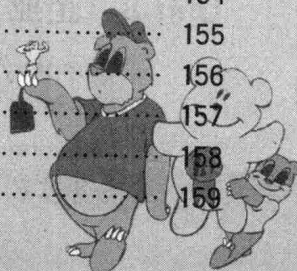
2. Drafting agenda	58
准备会议	59
3. Sending a fax	60
收发传真	61
4. Memos	62
备忘录	63
5. File management	64
档案管理	65
6. Typing and photocopy	66
打字与复印	67
7. Taking a message	68
留言记录	69
8. Convenience of computer	70
计算机便利	71
9. Computer technology	72
电脑使用	73
10. Information highway	74
信息便利	75
11. Fax and e-mail etiquette	76
传真和电子邮件礼仪	77
12. Technique of faxing	78
传真技术	79
13. E-mail	80
电子邮件	81
14. SMS and blog	82
短信与博客	83
15. Office supplies	84
办公用品	85
16. Office equipment procurement	86
设备采购	87
17. Working environment	88
办公环境	89
Unit 4 职场风云	90
1. Work pressure	90
工作压力	91



2. Endless overwork	92
无休止加班	93
3. A diligent man	94
勤奋工作	95
4. Advancement	96
晋 级	97
5. Teamwork	98
团队合作	99
6. Occupational safety	100
职业安全	101
7. Occupation and health	102
职业健康	103
8. Self adjustment	104
自我调节	105
9. Self-improvement	106
自我提升	107
10. Helping each other	108
同事互助	109
11. Career women	110
职业女性	111
12. Boss	112
上司老板	113
13. Making mistakes	114
工作失误	115
14. Covering for someone and changing shift	116
代班与换班	117
15. Job evaluation	118
评价工作	119
16. Change my environment	120
更换环境	121
17. Decide to quit	122
决定走人	123
18. Seek development	124
另谋高就	125
19. Reduction in personnel	126
企业裁员	127



Unit 5 福利待遇	128
1. Pay and welfare	128
报酬与福利	129
2. Promotion and pay raise	130
晋升与加薪	131
3. Benefit policies	132
福利制度	133
4. Paid leave	134
带薪休假	135
5. Retirement	136
即将退休	137
6. Working overtime and wages for overtime	138
加班与加班费	139
Unit 6 接待客户	140
1. Appointments	140
客户预约	141
2. Appointment by telephone	142
电话预约	143
3. Changing an appointment	144
预约改动	145
4. Self introduction	146
自我介绍	147
5. Flight reservations	148
预订机票	149
6. Booking an air ticket	150
订取机票	151
7. Arriving at the company	152
参观访问	153
8. An invitation to dinner (formal)	154
宴会邀请(正式)	155
9. An invitation to dinner (informal)	156
共同聚餐(非正式)	157
10. Saying good-bye	158
依依告别	159

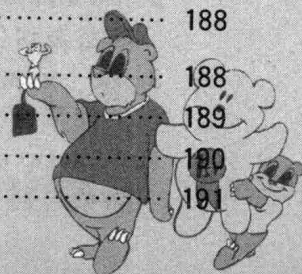


Unit 7 公司会议 160

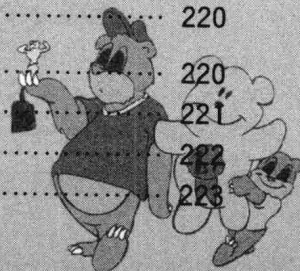
1. A meeting agenda	160
会议议程	161
2. Meeting preparation	162
会议筹备	163
3. Conference Arrangements	164
会议安排	165
4. Getting a meeting started	166
会议开始	167
5. Discussion for personnel reshuffle	168
人事变动	169
6. Discussion for layoffs and appointment	170
裁员和任命	171
7. Discussion on sales	172
讨论销售	173
8. Decorating the office	174
讨论装修	175
9. Floatation of overseas bonds	176
讨论发行海外债券	177
10. On payment in international trade	178
商讨国际贸易条款	179
11. Discussion for selection of a contractor	180
选择承包商	181
12. Original structure	182
讨论管理架构	183
13. Flagship	184
打造旗舰	185
14. Interview arrangements	186
讨论面试安排	187

Unit 8 企业文化 188

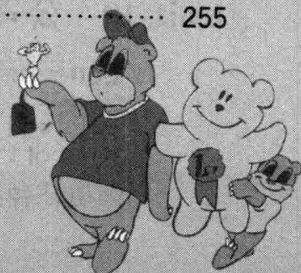
1. Company dress	188
工作着装	189
2. Dressing for Business	190
商务着装	191



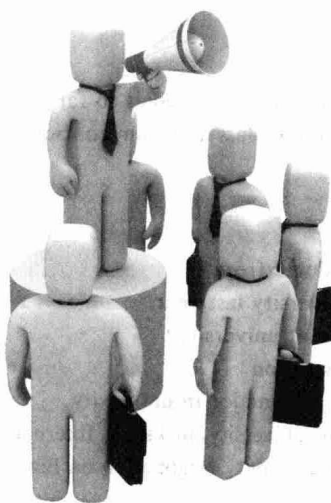
3. No smoking in the Office	192
办公室禁忌	193
4. Organizational Structure	194
组织结构	195
5. Labor Unions	196
企业工会	197
6. Corporate responsibility	198
公司责任	199
Unit 9 公司财务	200
1. Request for a loan	200
申请贷款	201
2. Opening a cheque account	202
支票账户	203
3. Incoming remittance	204
汇入汇款	205
4. Outgoing remittance	206
汇出汇款	207
5. Foreign currency exchange	208
兑换外币	209
6. Buying traveler's checks	210
购买旅行支票	211
7. Application for an extension of loan	212
申请延长贷款期限	213
8. A returned check	214
拒付支票	215
9. Making a collection	216
托收货款	217
10. Draft collected	218
办理托收	219
Unit 10 公司业务	220
1. Letter of credit	220
信用证	221
2. Kind of L/C	222
信用证种类	223



3. Credit standing service	224
资信服务	225
4. Enquiries about credit standing	226
资信调查	227
5. Payment terms	228
支付条件	229
6. Discount	230
特别折扣	231
7. Commission	232
佣金	233
8. Collection	234
托收	235
9. Urging establishment of L /C	236
催证	237
10. Checking up of L /C	238
审证	239
11. Securities trading	240
证券交易	241
12. Stocks and shares	242
股份与股票	243
13. Futures and options	244
期货与期权	245
14. Commodity futures	246
商品期货	247
15. Foreign exchange futures	248
外汇期货	249
16. Currency options	250
货币期权	251
17. Money management and investment	252
理财投资	253
18. Fixed-income investment	254
固定收入投资	255



职场英语 情景实战演练



Unit 1 求职面试

1. Educational Background

→ 经典句式

1. Which university did you graduate from?
2. What's your major in university?
3. Tell me about the main courses of your major in university.
4. How about your academic records at college?
5. I graduated from Hunan University in 2000.
6. My major is Business Administration.
7. I take more than 40 courses in university, including International Trade, Marketing Principles, Sales Management, Project Management, Negotiation on Business Affairs, etc.
8. I was one of the top students in my class.
9. My major is Computer Science.
10. What subject did you minor in?

→ 热门话题

- A: Which school are you attending?
B: I am attending Hunan University.
A: When will you graduate from that university?
B: This coming June.
A: What is your major?
B: My major is Computer Science.
A: How have you been getting on with your studies so far?
B: I am one of the top students in the class and I am confident that I will obtain my Bachelor's degree this coming June.

→ 实战演练

- A: Which university did you graduate from?
B: I graduated from Sichuan University last year.
A: What subject did you major in at university?
B: My major is Business Administration.
A: Tell me about the courses of your major in university.
B: I take more than 40 courses in university, including International Trade, marketing principles, sales management, Project Management, Negotiation on Business Affairs, etc.
A: What course did you like best?
B: Negotiation on Business Affairs. I was very interested in this course when I was a student. And I think it's very useful for my present work.
A: Very impressive. What subject did you minor in?
B: English. It was both interesting and useful, so I showed a great interest in it.

教育背景

经典句式

1. 你是哪所学校毕业的?
2. 你大学时主修什么专业?
3. 你在大学期间都主修了什么课程?
4. 你在大学学习成绩如何?
5. 我于 2000 年毕业于湖南大学。
6. 我的专业是工商管理。
7. 我在大学期间学习了四十多门课程,包括国际贸易、市场原理、销售管理、项目管理、商务谈判等。
8. 我是班里的佼佼者。
9. 我的专业是计算机科学。
10. 你辅修过什么专业吗?

热门话题

- A: 你在哪个学校读书?
B: 我来自湖南大学。
A: 你什么时候毕业?
B: 今年六月份。
A: 你学什么专业?
B: 我的专业是计算机科学。
A: 目前为止,你的在校成绩如何?
B: 我是班里的佼佼者,我相信今年六月份自己会顺利拿到学士学位的。

实战演练

- A: 你毕业于哪所大学?
B: 我去年从四川大学毕业。
A: 你在大学期间所学专业是什么?
B: 我主修工商管理学。
A: 你在大学期间都主修了什么课程?
B: 我在大学期间学习了四十多门课程,包括国际贸易、市场原理、销售管理、项目管理、商务谈判等。
A: 你最喜欢哪门课程?
B: 我上学期间对商务谈判很感兴趣,而且我认为这门课程对我目前的工作也很有帮助。
A: 非常好! 你辅修过什么专业吗?
B: 我辅修英语。英语既有趣又实用,我对英语非常感兴趣。

词汇宝典

graduate

['grædʒʊət]

毕业

major ['meɪdʒə(r)]

专业

attend [ə'tend]

参加,出席

bachelor ['bætʃələ(r)]

学士

course [kɔ:s]

课程

International Trade

国际贸易

Marketing Principle

市场原理

Sales management

销售管理

project management

项目管理

negotiation [niːɡəʊʃi'eɪʃən]

谈判

top student

优等生

confident ['kɒnfɪdənt]

自信的

impressive [ɪm'presɪv]

感人的

present ['preznt]

目前的

minor in

辅修

2. Resume

→ 经典句式

1. Could you help me revise my resume before I send it out to the human resources department?
2. I think the manager of Human Resources Department wants to see more of a well-rounded person in a resume.
3. He graduated from Oxford in Law, later obtained a master's degree from Harvard.
4. A resume is limited in how much it can tell someone about a person.
5. Even though they are limited in expressing the whole person, resumes can be helpful in explaining things and giving a good impression to a potential employer.
6. His resume is very impressive.

→ 热门话题

- A: Could you help me revise my resume before I send it out to the human resources department?
- B: Sure, let me have a look... Personal Information, Career Goals, Education, Experience, Computer Skills, Personality... I think your resume looks great, but why don't you cover your Language skills into it. I know you can speak English, Spanish and Japanese very fluently.
- A: But I don't think languages are quite related to the position I apply for. You know I want to be a computer engineer. Shouldn't everything I put on my resume have something to do with my field?
- B: I think people would be impressed by your language abilities. Only a few people could speak three foreign languages. Your language skill says something about your talents and experience.
- A: My resume is just a piece of paper. Do you think the manager of Human Resources Department can tell if I am talented and well-round by just looking at my resume?
- B: You're right. The resume is limited in how much it can tell someone about a person. But it can be helpful in giving a good impression to a potential employer.

→ 实战演练

- A: Let's review all the resumes we received last month for our vacancy in the R&D Department
- B: This one looks great. The applicant had six years of working experience in the field of data communication. Also, He was in charge of the computer division of the Bank of China.
- A: His education background is also quite outstanding. He graduated from Xi'an Jiaotong University in data communication and later obtained a master's degree from Harvard.
- B: Yes. His resume is very impressive. Looking just at that, I'd say he is qualified.