

脱口说英语

作者权威◎内容全面◎质量精准
高效实用◎语音纯正◎印刷精美

面试口语大全

SPOKEN

ENGLISH

主审◎北京外国语学院 江 涛

主编◎浩 瀚

审订◎【美】Eve Bower



超值12小时
附赠MP3光盘一张

朗读

【美】William (男) 【美】Max (男)
【美】Camilla (女) 【美】Sarah (女)

石油工业出版社

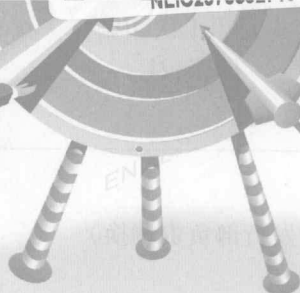
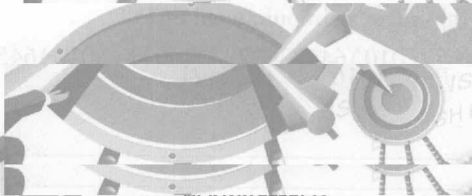
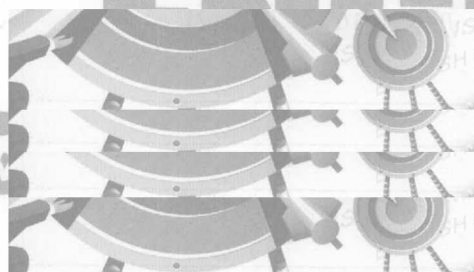
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English Talk Show In Job-Hunting

脱口说英语——面试口语大全



在世界迈向地球村之际,拓展商务、开发财源、迈向国际是必然的趋势。也正因如此,大大小小的公司在招聘人才的条件上无不要求具备一定的英语能力,以适应市场上激烈的竞争。现在的求职者若不懂英语,不但缺乏竞争力,还会随时面临遭受淘汰的危机。在社会各界的推动之下,学习英语已成为全民运动。除了学生外,多数上班族也会利用闲暇时间进修英语。毕竟,具备一定的英语能力除了能为个人在职场上加值,更常常是晋升高级职位、进入外资公司和派驻海外的必要条件。因此,英语的学习绝对不能满足于对英语的基本了解。若想追求优质的生活,在事业上更上一层楼,英语的听、说、读、写能力势必要不断提升。

在竞争激烈的社会上,常常是数十人争取一个职位。即使只是一般公司,有时也会以英语面试来筛选应聘者。中国人对于英语面试的经验较为生疏,即使英语能力很强,往往因不懂面试技巧而与理想的工作擦身而过。本书针对此点,撰写所有与求职相关的题材,详解求职者应该注意的方面:自我介绍、服装仪容、面试禁忌、求职方式、简历写法……让求职者能在求职前做好充分准备,轻松找到高薪职位。

本书共分为准备面试、参加面试、面试职位及附录四大部分。每个部分又分若干单元,每个单元内容包括:

1. 闪亮词语:精选出涉及本单元内容的词汇,让读者在第一时间扫除词汇障碍。
2. 七彩精句:对本单元内容进行语句分类,将内容词语打造成日常习语,方便读者记忆与运用。
3. 鲜活会话:精选出最实用、最地道、最丰富的实况对话,让读者真正做到有话可说。
4. 身临其境:添加相关的背景知识及简历模板,为您的求职多加一份信心。

愿您在本书的指导下,轻松驾驭面试英语口语,找到理想的工作,事业辉煌。

CONTENTS



CHAPTER 1 Getting Ready for the Interview

准备面试

- Unit 1 Getting Information 获取信息 (2)
- Unit 2 Etiquette of Dressing 着装礼仪 (11)
- Unit 3 Etiquette of Interview 面试礼仪 (18)



CHAPTER 2 Taking Part in the Interview

参加面试

- Unit 1 Opening Remarks 开场白 (29)
- Unit 2 Personal Information 个人信息 (35)
- Unit 3 Family Information 家庭状况 (40)
- Unit 4 Education Background 教育背景 (45)
- Unit 5 Grades at School 在校成绩 (50)
- Unit 6 Personal Ability 个人能力 (54)
- Unit 7 Language Ability 语言能力 (61)
- Unit 8 Work Experience 工作经验 (66)
- Unit 9 Achievement 个人成就 (73)
- Unit 10 Personality 个性 (79)
- Unit 11 Hobbies and Interests 兴趣爱好 (90)
- Unit 12 Ambitions and Aspirations 理想与抱负 (97)
- Unit 13 Remuneration 薪酬 (105)

Unit 14	Vacations and Benefits 节假日和福利	(113)
Unit 15	Reasons for Changing the Present Job 换工作的理由	(119)
Unit 16	Ending an Interview 结束面试	(129)
Unit 17	The Result of Job Hunting 应聘结果	(133)
Unit 18	Signing the Agreement 签订协议	(139)



CHAPTER 3 Position 面 试 职 位

Unit 1	Office Clerk 办公室职员	(144)
Unit 2	Bank staff Member 银行职员	(154)
Unit 3	Manager 管理人员	(164)
Unit 4	Secretary 秘书	(176)
Unit 5	Accountant 会计	(196)
Unit 6	Customs Officer 海关人员	(207)
Unit 7	Public Relations Officer 公关人员	(212)
Unit 8	Trademan 贸易公司职员	(218)
Unit 9	Computer Engineer 电脑工程师	(231)
Unit 10	An Assistant of Manager 经理助理	(244)
Unit 11	Editor 编辑	(251)
Unit 12	Translator 翻译	(263)
Unit 13	Guide 导游	(268)
Unit 14	Salesperson 销售人员	(283)
Unit 15	Nurse 护士	(301)
Unit 16	Stewardess 空姐	(307)
Unit 17	Driver 司机	(314)



CHAPTER 4 Appendix 附录

- Unit 1** Interview Conversation Techniques 面试会话技巧..... (321)
- Unit 2** Major English Recruitment Websites 国内外主要求职站点 (325)
- Unit 3** Popular Websites for Companies 著名公司网址 (326)
- Unit 4** Abbreviations used in English recruitment ads 招聘广告缩略语中英文对照
..... (327)

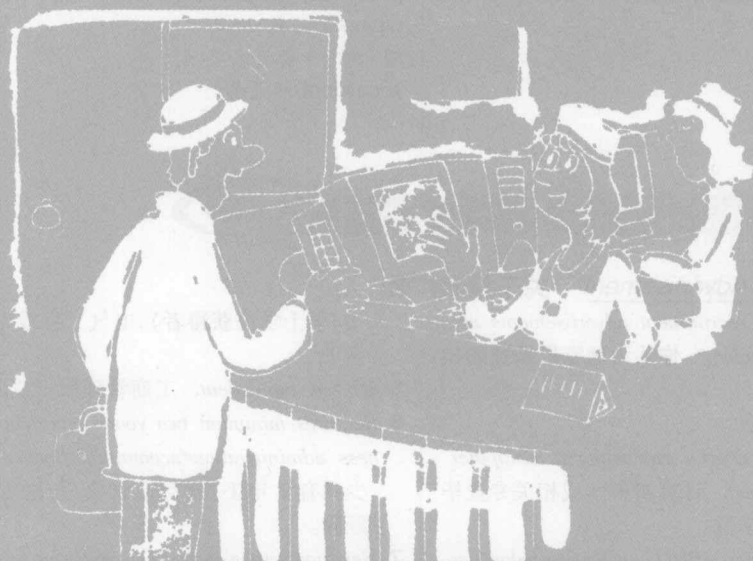


Getting Ready for the Interview

CHAPTER

1

准备面试



★ 获取信息 ★

1

Getting Information

Words and Phrases

闪亮词语

点滴积累

advertisement 广告

advertise 做广告

opening 空缺职位, 机会

interview (招聘、应聘) 面试

to set up 开始进行, 准备

vacant 空缺的

qualification 资格

fee 费用

demand 要求

prerequisite 必备条件, 先决条件, 前提

requirement 要求

advantageous 优先

minimum 至少

true 真实的

fill 填写

registration 登记, 记录

suit 适合, 配合

display 陈列, 展览

display board 招工信息布告牌

check 检查, 核对, 核查

guarantee 保证

authorize 授权

steep 昂贵的

tighten 加紧

charge 收费, 索要, 要价

recommend 推荐, 介绍

official 正式的, 正规的, 审批合法的

give out 发布

web 网络

website 网站

enrollment 登记, 注册, 成为会员

database 数据库

internet 国际互联网, 因特网

to go job-hunting 寻找工作

generally speaking 一般来说

job seekers 求职者, 谋求工作的人

application materials 申请材料, 应聘材料

safe 安全

available 可得到的, 可用的

operation 操作, 业务

switchboard 交换台

proficiency 精通, 熟练

diploma 文凭, 公文

ID card 身份证

vocational 职业的

Useful Sentences

七彩精句

追点成线

● Job-hunting Advertisement 关于招聘广告

1. Do you think the recruitment advertisements are true in this newspaper? 你认为这家报纸登的招聘广告真实吗?

2. That's true. 是真的。

3. Bachelor or above degree with major in Computer Science or equivalent. 计算机科学或相关专业毕业, 学士或以上学位。

4. Completed education (PHD/master/bachelor degree) at a university, college or technical college in Electrical Engineering or Electronics. 在大学、学院或技术学院中受过正规教育(如博士/硕

士/学士学位获得者), 电气工程或电子学专业毕业。

5. MBA or equivalent. 工商管理硕士或同等学历。

6. Requires minimum two years experience in business administration/accounting/finance. 要求至少具有2年工商管理/财会/金融方面的工作经验。

7. Have more than three years experience in application development, system integration or IT service. 必须具有3年以上应用发展、系统融合或信息技术服务方面的工作经验。

8. *Preferable background as an English teacher, an English editor or educational software designer.* 具有英语教师、英文编辑或教育软件设计背景者优先。
9. *English wordprocessor capability is preferable.* 有英语文字处理能力者优先。
10. *Must be able to handle all international communications in English.* 必须能用英文处理所有的国际通讯。
11. *Immediate availability is preferable.* 能立即到任者优先。
12. *Ability to work on the night shift is a distinct advantage.* 能上晚班者优先考虑。
13. *Under 30 years old.* 年龄在30岁以下。
14. *Beijing citizen.* 须具有北京户口。
15. *CPA (Certified Public Account) is preferred.* 注册会计师优先。
16. *Ability to "mesh" both Chinese culture and GE requirements.* 具有中国文化背景并能适应美国通用电器公司的要求。
17. *Willing to have frequent travel.* 愿意经常出差。
18. *Be able to contribute and advise on issues related to hiring and recruiting in Shanghai city.* 能对在上海进行招聘和雇佣员工等相关问题提出建议并做出贡献。
19. *Female, aged under 25, Guangzhou citizen.* 25岁以下女性,广州市民。
20. *We should place an ad in the paper.* 我们应在报纸上刊登招聘广告。
21. *Have you thought about placing an ad online?* 你想过要在网上刊登招聘广告吗?
22. *I saw the notice in your window and came right in.* 我看见您窗上贴的招聘广告,所以就进来了。
23. *In reply to your advertisement in China Daily of May 16 for a clerk I offer myself for the post.* 我读了5月16日贵公司在《中国日报》上的招聘办事员广告,特来应征。
24. *Can you give me any information about the job advertised in today's morning post?* 你能告诉我早报招聘广告的内容吗?
25. *I'm reading an advertizement in People's Daily.* 我正在看《人民日报》上的广告。
26. *Lianfu Company. May I help you?* 这里是联富公司,请问找谁?
27. *Hello, this is Auchan supermarket.* 喂,这里是欧尚超市。
28. *Keith Trade House. Can I help you?* 这里是基恩贸易所。愿为您服务。
29. *Please get me through to Personnel Department.* 请你给我接通人事部。
30. *Is it still vacant?* 这个空缺还有吗?
31. *Do you still have that vacancy?* 你们还有空缺职位吗?
32. *I'm asking about your advertisement for a cashier in today's newspaper.* 我想询问你们在今天的报纸上招聘出纳员的广告。
33. *Hello, I'm calling in answer to your advertisement in yesterday's "Yangcheng Evening News" for an English telephone operator.* 你好,我打电话来是想应聘你们昨天在“羊城晚报”上登广告招聘的英语话务员一职。
34. *I'm sorry. The job is taken.* 对不起,这职位已有人了。
35. *Yes, but do you have any experience as a shop assistant?* 还有空缺,请问你有做售货员的经验吗?
36. *Can I have your name and phone number?* 可以告诉我你的姓名和电话号码吗?
37. *I'll make an appointment for an interview for you.* 我想为你约定一个面试的时间。
38. *Would you like to come here for an interview?* 你愿意来面谈吗?
39. *Can you come tomorrow morning?* 明天上午你能来面谈吗?
40. *We'll look forward to seeing you then.* 我们期望见到你。
41. *Can you make it Thursday morning?* 周四上午行吗?
42. *Do you still have openings for the typist?* 贵公司还有打字员的空缺吗?
43. *I'm enquiring about your advertisement for a driver in yesterday's China Daily.* 我打电话想询问昨天《中国日报》上广告招聘的驾驶员一职。
44. *I'd like to come in and apply for the job of the bank clerk. Can you help you?* 我想来申请银行职员一位,你能帮助我吗?
45. *Do you still have positions available?* 贵公司还有可申请的职位吗?
46. *Do you think you have a good command of English for telephone operation?* 你认为你精通电话

务英语吗?

Job-hunting on the Internet 网上求职

1. Michael can you tell me how to apply for a job on the Internet? 迈克尔,怎么在网上求职呢?
2. Just give out an application. 发布一个求职信就行了。
3. Which websites offer this service? 能告诉我哪些网站提供这项服务吗?
4. Such as Sina 21 Century Talent Net and so on. 像新浪、21世纪人才网等都有。
5. Is that safe? 安全吗?
6. Of course if you log on some standard websites. 如果你登录一些正规网址,当然安全。
7. Could you please tell me how I can go job-hunting in the web? 请您说说怎样上网进行求职?
8. Generally speaking job seekers can enter the websites either of job agencies or of some units for job advertisements. 一般来说,求职者可以进入职业介绍网站或者某些单位发布招聘广告的网站。
9. How should I contact them? 怎样与他们联系呢?
10. You can e-mail your application materials for application to the websites of job agencies for enrollment in their database. 可以用电子邮件给职介网站发送应聘材料,以加入求职数据库。
11. Can I get a quick reply from the sites? 很快就

Headhunter 职业中介

1. What's this form for? 这张表是做什么用的?
2. This is for registration. After you have given us your personal details, we'll match these against new jobs as they come in. And we'll contact you when there is a job that suits you. 用来登记的。你把你的个人资料给我们,我们将把这些情况同收到的新招工信息进行比较。一有适合我们的工作我们将与你联系。
3. Do you think turning to a headhunter is a good way to find a job? 你认为通过人才公司找工作是一个好办法吗?
4. Not too bad I've just found a job through it. 不错呀,我刚刚就是通过人才公司找到了一份工作。
5. Do you have any questions about the headhunter's fee? 你对职业介绍所的中介费有什么问题吗?
6. At my rate of pay that's a big chunk of change. 关于职业中介费的问题,这笔费用对我的薪水来

47. Thank you for calling. 谢谢你打电话来。

能得到网站的反馈吗?

12. Yes usually it takes a short time but you have to wait the choice of the units for a while. 对,通常只需很短时间,但对于招聘单位的选择,你得等一阵子。
13. We received a lot of responses from our Internet ads. 我们从网络的招聘启事上收到很多回应。
14. Why not have a try online? 为什么不在网上试一下?
15. Have you tried hunting for a job on the Internet? 你试过在互联网上找工作吗?
16. Many units choose talents via the Internet. 许多单位从网上挑选人才。
17. Tjinfo.com is a large talent market. 天基人才网是一个大的人才市场。
18. As for whether we need to confine our application materials to one page online job-hunting has changed the rules somewhat. 至于是否把我们的求职材料限制在一面内,这一点网上求职的规则有些改变。
19. Job-hunting on the Internet becomes more and more popular. 网上求职越来越流行。
20. I learned about it from the Internet. 我是从网上获知的。

说,是很大一部分的费用。

7. Do you think you can get a job for me? 您能帮我找个工作的吗?
8. Will you please fill out this form? 请填写这张表。
9. How long shall I wait? 我要等多久?
10. Check the job boards at the job center regularly and check the newspaper daily. 经常来看职业介绍所的招工牌,每天查报纸。
11. Great! Then all we have to do is the paper work. 太好了。这样我们就只剩下书面程序要完成了。
12. It's just the headhunter's fee. That's pretty steep and I really can't afford to pay it. 我想谈的是中介公司的费用。这笔费用很高,我真的负担不起。
13. Well for someone at your level we normally don't cover that. I'm afraid it's up to you. 呃,雇用像

你这个水平的人,公司通常不会支付这笔费用。恐怕你还是要自己支付这笔费用。

14. *If that's all that's holding you back, I'm willing to sign an agreement stating I have to reimburse you for the fee if I quit within one year.* 如果这是你最大的顾虑,我愿意在合约中标明,如果

★ Recommending a Job 推荐工作

1. *I take pleasure in recommending Mr. Liu Yun to you, a professor in English language of Nanjing University.* 我很高兴向您推荐南京大学的英语教授刘云先生。
2. *It is a great pleasure to recommend Miss Li Ping, one of my most close colleagues, for admission to your company as a manager.* 很高兴推荐我的一位亲密同事李平小姐,进入贵公司任经理之职。
3. *I am greatly pleased to recommend to you a former student of mine, Mr. Lei YanLin, as a designer in your company.* 我极为高兴地推荐我过去的一名学生雷延林先生赴贵公司任设计师一职。
4. *I have always appreciated Miss Paley's talent in*

我在一年时间内离职,我会偿还这笔费用。

15. *There is one thing I need to clear up.* 有一件事我想弄清楚。
16. *I'm sorry I have to tell you this, but I'm not authorized to pay them for you.* 很抱歉我得告诉你,公司没有授权我帮你支付这笔费用。

studying language. Her academic records in all her major subjects were exceptionally good when she was at our college. 我一直很欣赏佩利小姐学习语言的天赋。她在我院学习时,所有专业课程的成绩都极其优异。

5. *There is little doubt that Mr. Han is abundantly prepared for the position he is applying for. I sustain his application without reservation.* 毋庸置疑,韩先生已为他申请到的职位作好了充足的准备。我毫无保留地支持他的申请。
6. *I should appreciate it very much if you would consider Mr. Wen's application for entering your company.* 如果你们考虑文先生加入贵公司的申请,本人不胜感激之至。



Fashion Conversation

鲜活会话

由线到面

Conversation 1

- A: How do you want to advertise the opening?
- B: I've had good responses from the *Beijing Times'* help-wanted ads.
- A: All right. I suggest posting the ad Monday through Friday.
- B: OK. Monday is the big day for job ads.
- A: And job seekers will certainly check the paper over on Tuesday.
- B: Let's post on the Internet, too. We'll get a better response. I'll post the ads. I know some good sites.
- A: Such concern for the company, Craig! I'm impressed.

- A: 你打算怎样替这个职位做广告?
- B: 以前我们曾在《京华时报》上刊登招聘广告,反应不错。
- A: 好的,我建议把广告从星期一到星期五。
- B: 好,星期一是刊登招聘广告的黄金时间啊。
- A: 求职者一定会在周二时翻看报纸的。
- B: 也把招聘广告登在网上吧,这样我们可以得到更多的回应。我去刊登,我知道一些不错的网站。
- A: 这么关心公司啊,克雷格!你真是令我欣赏。

Conversation 2

- A: Taylor, can you tell me how to apply for a job on the Internet?
- B: Just fill out an application.
- A: Do I have to send an E-mail?

- A: 泰勒,你能告诉我怎样在网上求职呢?
- B: 发布一个求职信不就行了嘛。
- A: 用 E-mail 发送吗?

B: You are expected to know the E-mail address of the unit.

A: But I still don't know which unit is in need of staff.

B: Send out an application through Job-wanted on the website.

A: Can any unit see my information?

B: It's a two-way choice. And your application will be read.

A: Which websites offer this service?

B: Sina, 21st Century Talent Net, and a few others.

A: Thank you.

B: 那你必须知道用人单位的电子信箱地址。

A: 可我还不知道哪个单位需要员工。

B: 那你就在网站的“求职”频道发布求职信息。

A: 用人单位能看到我的信息吗?

B: 双向选择嘛,你的求职信会有人看到的。

A: 告诉我哪些网站提供这项服务?

B: 新浪, 21 世纪人才网, 还有其他一些网站。

A: 谢谢。

Conversation 3

A: Hello. May I help you?

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

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

B: What's this form for?

A: This is for registration. After you have given us your personal details, we'll match these against new jobs as they come in. And we'll contact you when there is a job that suits you.

B: That's great. But how long do I have to wait?

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

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

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

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

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

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

A: Keep in touch.

A: 喂, 有事吗?

B: 是的, 我已经在此近两个月了, 但是仍没有找到工作。你能为我找一份工作吗?

A: 不要急, 我们可以尽力帮你。你愿意填这张表吗?

B: 这张表是做什么用的?

A: 用来登记的。你把你的个人资料留给我们, 我们将把这些情况同收到的新招工信息进行比较。一有适合你的工作我们将与你联系。

B: 很好。我要等多久?

A: 也许几周, 也许几个月, 很难说。

B: 天呀! 我怎么能等这么长时间?

A: 实际上, 广告牌上的许多空缺都有人补上了。

B: 那么, 你认为我能做什么呢?

A: 我认为你还是自己常去找为好。经常去看职业介绍所的招工牌, 每天去查报纸。如果你有朋友或亲戚在这里, 也可让他们帮忙。

B: 我知道了。多谢您的建议。再见。

A: 常联系。

Conversation 4

A: Are you here for the position advertised in *China Daily*?

B: Yes, I am. I'm very interested in that advertisement about hiring a computer program designer, and hope to know a little more about it.

A: What kind of information would you like?

A: 你是为《中国日报》登的广告而来的吧?

B: 是的, 我对招聘计算机程序员的广告非常感兴趣, 我想多了解一点。

A: 你想了解点什么呢?



B: Well, first I would like to know if this position is still available.

A: Yes, it's still open.

B: Terrific! Then how should I apply for?

A: Oh, we need your resume, health report, three photographs and several letters of recommendation. Would you please send them to us by next Wednesday?

B: Thank you very much. Bye-bye.

A: Bye-bye.

Conversation 5

A: I feel very positive about this meeting.

B: So do I. It feels right.

A: So, are there any questions?

B: Well, there is one more point I want to be sure we get cleared up.

A: What's that?

B: About the headhunter's fee. At my salary that's a big chunk of change.

A: Of course, we can cover that for you.

B: Can we add that to the written benefits package we just negotiated, just so there's no misunderstanding?

A: No problem.

B: Great! Then all we have to do is the paperwork.

B: 首先我想知道那个职位还有空缺吗?

A: 空缺, 这个职位还留着。

B: 太好了! 那么我该怎么申请呢?

A: 哦, 我们需要你的履历、体检报告及 3 张照片和几封推荐信, 请在下周日之前寄给我们。

B: 非常感谢, 再见。

A: 再见。

A: 我对这次的会面感觉很好。

B: 我也是, 谈得很顺利。

A: 还有什么问题吗?

B: 我还有一件事需要讲清楚。

A: 什么事?

B: 关于职业中介费的问题, 这笔费用对我的薪水来说是很大一部分的费用。

A: 没问题, 我们公司可以支付这笔费用。

B: 可不可以把这点加进我们刚刚谈好的书面福利方案中? 这样不会造成任何误会。

A: 没问题。

B: 太好了。这样我们就只剩下书面程序要完成了。

Conversation 6

A: Hi, Tony. Haven't seen you for a long time. How have you been?

B: OK, I've been looking for a job for days, and I haven't found one yet. It's so hard finding work these days. Have you had any luck?

A: Yes, I've got a job, a waiter's job in a restaurant.

B: Are you well paid?

A: Well, \$10 per hour, but I can keep the tips. That comes to roughly \$80 every evening.

B: Not bad.

A: Actually, there's still another opening. If you are interested, you'll surely get it.

B: That's great! I'll go there right now and speak with the boss.

A: There's no rush. You can see him tomorrow. I've told him about you. He promised to give you the job.

A: 你好, 托尼。好长时间没看见你了, 你怎么样?

B: 还好, 我已经找了好几天工作了, 但是还没找到。这些日子太难找到工作。你的运气怎么样?

A: 还行。我有一份工作, 是在一家餐馆做服务生。

B: 待遇好吗?

A: 嗯, 每小时 10 美元, 但我能把小费留下。每晚大概能有 80 美元。

B: 不错呀。

A: 其实, 还有一个空缺。如果你感兴趣, 我肯定你能得到这份工作。

B: 那太好了! 我现在就去跟老板谈谈。

A: 不必匆忙。明天你能见到他。我已经跟他提起过你。他答应给你这份工作。

B: That was nice of you, Susan. Thanks a lot.

A: Think nothing of it, Tony. I'm sure you'd do the same for me.

B: Could you tell me a bit more about the work there? I mean, those dos and don'ts. I am a green hand, you know.

A: First of all, you must be punctual. You should be there before 6 p. m. so that you will have half an hour for preparation changing clothes and things like that. Then, remember you should smile. Smile to your customers all the time. Never pull a long face even if you feel awful that day. Anything else? Oh, yes. Never argue with your boss. Learn to say "Yes, sir."

B: Be a yes-man, you mean?

A: You may put it that way if you like. Don't worry. You'll have no problem.

B: I hope not.

Conversation 7

A: Oh, Mia, I'll be graduating from college soon, but I haven't found a job yet.

B: Dear Bill, you can try posting your job seeking information online.

A: Good idea! But I don't know how to set up and send an online resume.

B: Be patient, I'll offer you seven steps to successful online resume writing:

I. Set your page width to 60 characters.

II. If you have used bullets, replace them with hyphens.

III. Take out all tabs, and use your spacebar instead.

IV. Delete any long leaders like "...". Use short lines.

V. If you have written your resume using word-processing software like Word or Word Perfect, save an additional version in text format.

VI. Edit the text to make sure that it is text-only at this point.

VII. Cut and paste the text onto an e-mail page and send it to the website of the job agency.

A: It sounds very easy.

B: Yes, it isn't difficult. Happy hunting!

A: Thank you!

B: 你太好了, 苏珊。多谢了。

A: 这没什么, 托尼。我肯定你会为我做同样的事。

B: 你能跟我再讲讲那儿的工作吗? 我的意思是, 那些注意事项, 你知道, 我是个新手。

A: 首先, 你必须准时。你应该在下午 6 点之前到达那里, 这样你有半个小时的准备时间——换衣服等类似的事。其次, 记住你应该微笑。时常对你的顾客微笑。即使当天你感觉不好也不要拉长着脸。还有什么呢? 噢, 对了, 不要与你的老板争论。学会说“是的, 先生。”

B: 你的意思是说做一个唯唯诺诺的人。

A: 如果你愿意你可以这么说。别担心, 你不会有问题的。

B: 我希望不会的。

A: 噢, 米娅, 我要大学毕业了, 可还没找到工作。

B: 亲爱的比尔, 你可以试试将求职信息发布到网上。

A: 好主意! 但是我不知道如何拟定和发送网上个人简历。

B: 耐心点, 我可以告诉你成功制作网上个人简历的 7 个步骤:

I. 把你的页面宽度设为 60 个字符。

II. 如果你用了项目符号, 把它们换成连字符。

III. 去掉所有标记, 用间隔线代替。

IV. 删除所有连续点, 比如“……”。用短线。

V. 如果你是用 Word 或 Word Perfect 这样的文字处理软件写的履历, 那么再另外以文本格式保存一份。

VI. 编辑文件, 保证是文本格式。

VII. 把文本文件剪切, 粘贴到电子邮件页面上, 然后发送给人才市场网站。

A: 听起来很容易。

B: 是的, 不难, 祝你求职顺利!

A: 谢谢!



Conversation 8

- A: Look. Here's a job that might interest you.
 B: What is it? Are you sure? The last job interview you sent me off to was a disaster.
 A: Well, look. It says they want a sales manager, and it looks like it is a big international company. That would be good. You might get to travel.
 B: What kind of company is it, though?
 A: Um, let's see. Yes, it's a textile company that seems to import from abroad. That's odd, isn't it?
 B: What else? ... They say the salary is really good.
 A: They operate a system of paying you a basic salary and then offering sales commission on top of that. They say it is high. And oh look! They give a car to travel round in. Gosh! That's not bad, is it?
 B: Um, do they say anything about experience?
 A: Um, let's see. No, they want someone young with ambition and enthusiasm. Oh, yes, they want graduates, so that's OK, you've been to university. Now what else? Let's see.
 B: There must be some gins.
 A: No, the only thing is you have to travel, but that's why the company car's for. Oh, and you have to be able to get on well with other people because it says you have to be good at a team.
 B: Um, perhaps I'll have a closer look at that one.

- A: 瞧,这儿有份工作你可能感兴趣。
 B: 什么工作? 你肯定吗? 上次你让我去的面试糟糕透了。
 A: 嗯,看看,这儿说他们想要一个销售经理,好像是一家大的国际公司。那不错呀,你可能有旅行的机会。
 B: 可是,是做什么的公司呀?
 A: 嗯,让我们看看。噢,是家纺织品公司,似乎还有进口的业务。那有点儿奇怪,是吧?
 B: 还有什么? ...他们说工资待遇真的很好。
 A: 他们履行这样的机制,付给你一份基本工资,除此之外还给予你销售提成。据说提成很高。并且,噢,瞧,他们还给你一辆汽车。啊呀,这不错,是吧?
 B: 嗯,他们说关于经验的事了吗?
 A: 嗯,看看。没有,他们想要有雄心和热情的年轻人。噢,对了,他们想要大学毕业生,行啊,你上过大学。还有什么? 我们看看。
 B: 这里面一定有陷阱。
 A: 不,唯一就是你必须作旅行推销,但这也是公司为什么给你辆车的原因。噢,并且你必须能够与其他人和睦相处。因为你得同他人合作。
 B: 嗯,也许我得再仔细看看这份工作。

Conversation 9

- A: I called about that ad we saw in the paper.
 B: For the bank manager?
 A: That's the one.
 B: What happened?
 A: You were right, it was from a headhunter. He wouldn't tell me anything without a signed contract.
 B: Well, no surprise there.
 A: No! Not at all. But I did find out they have more than one position with different clients, so at least one would probably work out.
 B: Great, so are you going to sign a contract with them?
 A: I'm going there tomorrow.
 B: Great! Good luck.

- A: 我打电话去询问那个我们在报上看到的广告了。
 B: 那个银行经理的职位?
 A: 就是那一个。
 B: 情况如何?
 A: 你说得没错,那出自职业中介公司。在签约之前,他不会透露任何资料。
 B: 嗯,这倒是不奇怪。
 A: 不! 一点也不。不过我倒是知道不止一个雇主在找这样的人,这样一来或许至少有一个能够成功。
 B: 太好了,那你准备去跟他们签约了吗?
 A: 我明天要过去。
 B: 太好了! 祝你好运。

A: And I think I'll look in on a few other Employment Agencies while I'm downtown, to see what they have.

B: Good idea. The more people you ask, the better your chances are.

Conversation 10

A: I've been at this for two weeks now and nothing's turned up.

B: You're right. I think it's time to seek professional help.

A: What do you mean?

B: I know you don't want to pay for a job, but I think it's time we consulted a headhunter.

A: You're right, I don't want to pay, but I don't want to live without pay.

B: Ha, ha, ha! I agree. That's not much fun.

A: Do you have anyone in mind?

B: Actually I do.

A: Who?

B: Cooke & Co. does a lot of placements in your field.

A: Ya, they do. Anyone else come to mind?

B: Not at the moment, but I'll let you know.

A: 我想在去的时候,顺便找几家职业中介公司,看看他们有什么职缺。

B: 好主意。问的人越多,机会就越多。

A: 我找工作已经找了两个星期了,至今尚无转机。

B: 没错,我想你需要寻求专业帮助。

A: 什么意思?

B: 我知道你不想花钱找工作,但是我认为我们该找职业介绍所帮忙了。

A: 你说得没错,我不想花钱,但我也想过没有薪水的日子。

B: 哈哈!我赞同,这样实在没有意思。

A: 你有什么人选吗?

B: 我确实有。

A: 谁啊?

B: 库克公司的人做了许多与你的专业领域相关的就业安排。

A: 是呀,没错。还有别人吗?

B: 目前没有,不过我想到了就告诉你。

Interview Notes

面试小贴士

面面俱到

The language used in English recruitment advertising is different from that of stories, prose, poems and so on. Simple grammatical structure, short sentences and richly suggestive and descriptive words are abundant. Many abbreviations and sentences with elliptical construction are used for the sake of space and economy. In English recruitment advertisements, each word is crucial. If one word is misunderstood, the sentence may not be comprehended correctly, you may lose the chance of an interview or employment. Therefore, it is necessary for the applicants to understand each word of the English recruitment advertisements.

The online job-hunting is only a few years old just like an infant to find its way. In 1994 it barely existed. Now households owning computers are doubling year by year and people who are using Internet are tripling in terms of number. The online job search has exploded and become the most heavily used tool in finding jobs in the new century. The Internet can offer an astounding variety of job resources that enable job seekers to find current job vacancies where they live as well as thousands of miles from home.

英语招聘广告中的语言与小说、散文、诗歌等的语言不同。常见的广告语言是简洁的句法结构、简短的句式和富含暗示和描述性的词语。为节省空间和费用,多使用缩写词和省略句。在英语招聘广告中,每一个词语都至关重要。如果误解一个单词,就可能扭曲整个广告的含义,也就有可能失去面试或被聘用的机会。所以,求职者有必要理解英文招聘广告中的每一个词。

网上求职的兴起才刚刚几年,就像婴儿学步,1994年才出现。目前拥有计算机的家庭逐年成倍增长,互联网用户更以3倍的速度增长。网上求职迅猛发展,已成为新世纪最常用的工具。互联网可以提供惊人的工作选择范围,使求职者能找到近在咫尺或千里以外的工作。