

新编英语900句系列

附送MP3光盘



English 900
For Job-hunting
求职英语
900句

主编 陈丹 浩瀚

- 从**语法中心论**到**句子中心论**是英语学习**方法的革命**，也是“英语900句”**畅销不衰**的哲学。
- 熟读**英语900句**，成就**英语会话王**。

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前言

在找工作的过程中，面试是最重要的一个环节。面试是一个推销自己的过程，而英语作为一门国际性的语言，也越来越受用人单位青睐，英语面试已经成为一个不可避免的趋势。因此，如何熟悉并掌握面试的有关模式技巧，了解各类问话，并以英语做适当的回答，便成为准备英语面试最重要的问题。

为此，我们推出了《求职英语900句》，以助各位求职者一臂之力。全书共分为面试须知、求职面试话题、特定职位面试三大部分，为各位读者提供了全面而又实用的求职英语学习和参考资料。在实际使用中，本书突出如下特色：

MP3：配备纯正的美语录音，为读者打造真实的语言环境。

Cultural Background (文化背景)：萃取传统的文化精华，为读者诠释时尚的主题元素。

Lively Words (鲜活词语)：收集鲜活的单词短语，为读者铺设平坦的学习道路。

Questions and Answers (巧问巧答)：列举精彩的话题问答，为读者展示丰富的交流智慧。

Practical Sentences (流畅金句)：摘录流畅的经典金句，为读者介绍一流的表达技巧。

Sample Conversations (仿真会话)：设置仿真的会话场景，为读者提供广阔的演习空间。

本书采用英汉对照的方式，适合具有初、中级英语水平的读者和广大英语爱好者阅读。相信读者只要加以模仿练习，参加英语面试一定可以马到成功，无往而不胜。

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Unit

1

服装仪容

Grooming

Cultural Background 文化背景

You only get one chance to make a first impression, so regardless of what the interviewer says on the phone, if you're asked to come in to fill out the paperwork to go with your résumé, show up as if you're there for the interview.

Make sure everything you have on is conservative. That means neat shoes, polished if it's at all possible. If they're running shoes, make sure they're low key and conservative, and wear dark socks, no loud colors. Make sure your pants are neatly pressed and your shirt is clean.

If you're a woman, the same rules apply to you. If you like to wear make-up, that's fine but be sure you don't use too much. Lipstick is good, and so is light eye makeup, just be sure it's well applied and looks conservative. Regardless of how fashionable it might be, do not use loud colors. There'll be plenty of time for that after you get the job.

►你只有一次机会树立自己的第一印象,所以不管面试者在电话上说了些什么,如果他们希望你带上简历去公司一趟,填份资料,那么记得穿着要正式,就像去面试一样。

一定要穿保守的服装,这包括干净的鞋子,最好是擦过鞋油的。如果你穿运动鞋,要确定鞋子的样式朴素、保守,袜子要穿暗色的,颜色不要太鲜艳。还有裤子要烫平,衬衫要干净。

此项穿着原则也适用于女性。如果你喜欢化妆,这并没有什么不妥,但是不要浓妆艳抹。搽点口红,化个淡色眼妆都可以,但化的妆一定要适当,看起来要保守一点。不论你化的妆有多时髦,都不要用鲜艳色彩。在得到这份工作后,你爱怎么化都行。

Lively Words 鲜活词语



attractive [ə'træktiv] 引人注目的;有魅力的

broadcast ['brɔ:dka:st] 广播; 传播
conservative [kən'sə:vətiv] 保守的
decorate ['dekəreit] 修饰; 装饰
formal ['fɔ:məl] 正式的
graceful ['greisfl] 优雅的
hem [hem] 衣服边缘
impression [im'presən] 印象
impressive [im'presiv] 印象深刻的
jewelry ['dʒu:əlri] 珠宝首饰

neat [ni:t] 整齐的
overall ['əuvəɔ:l] 整体的
panty hose (女用) 连袜裤
profile ['prəufail] 形象
resident ['rezidənt] 居民; 立户者
tie [tai] 领带
tomboy ['tɔmbɔi] 假小子
trendy ['trendi] 时髦的
warn [wɔ:n] 警告

Questions and Answers 巧问巧答

1. What shall I wear tomorrow?

The trousers with that white belt will look nice on you.

Q 我明天穿什么呢?

A 你穿那条裤子配那条白色的皮带看起来会很不错。

2. Should I buy a decent hand-bag?

Yes. Handbags are necessary for ladies.

Q 我该买个高档的手提包吗?

A 是的。手提包是女士必不可少的。

3. How do you like this skirt?

It's pretty good but it is not for an interview.

Q 你觉得这条裙子怎么样?

A 很不错, 不过不适合面试。

4. How do I look?

Perfect! It is suitable for work.

Q 我看起来怎么样?

A 太完美了! 很适合上班穿。

5. Don't you think this skirt is too plain?

This is the most suitable clothing for an interview.

Q 你不觉得这条裙子太素了吗?

A 这是参加面试最适合穿的衣服了。

6. How do I look with this necklace?

You look quite attractive with it.

Q 我戴这条项链看上去怎么样?

A 你戴起来看上去很有魅力。

7. Then what kind of clothes should I wear?

A set of skirt is better. This can show your slim figure. Please pay attention to the color. Light color is better and don't wear red skirt. And you'd better wear a pair of beautiful shoes.

Q 那我该穿什么样的衣服呢?

A 穿套裙比较好,这样可以显示出你苗条的身材。请注意颜色的选择,浅色的比较好看,一定不要穿红色的。此外,你最好再配上一双漂亮的皮鞋。

8. Should I wear make-up?

Yes, a light make-up is necessary. But don't wear too much.

Q 我应该化妆吗?

A 是的。化个淡妆是很必要的。但切记不要化得太浓了。

9. What seems to be the most important factor in job hunting?

It's appearance, I think. Actually appearance often seems to be the only thing that counts in job hunting.

Q 在求职过程中什么是最重要的因素?

A 我想是外表。实际上,在求职过程中,外表常常是唯一起作用的因素。

Practical Sentences 流畅金句

Dressing 穿着

1. *I don't think it matches your shirt in color.* 我觉得它和你的衬衫的颜色不配。

2. *The dark jeans with that belt display your slender figure.*

深色牛仔裤配上那条腰带展现出你苗条的身材。

3. *This coat is pretty but it makes you like a child on that occasion.*

这件外套不错,不过在那种场合它会让你看起来像个小孩。

4. *Shirts can go well with formal occasions.* 正式场合适宜穿衬衫。
5. *I'm not used to dressing like this.* 我真不习惯穿成这样。
6. *Wear shoes that match the color of your outfit. Black is usually the best.*
鞋子的颜色和衣服要相称,一般而言黑色最适当。
7. *Your clothing should also be conservative, a skirt or dress is best.*
你的穿着必须保守一点,裙装或洋装最合适。
8. *A business suit would be best, but whatever makes you feel comfortable is good.*
职业套装会是最好的选择,不过,所有穿起来让你感到自在的服装都是可以的。

● Appearance 外表

1. *We should start paying attention to our appearance in order to give a good first impression to others when we have an interview.* 要想在面试时给人好的第一印象,我们就要多注意外表了。
2. *Make sure your hair is properly groomed.* 确保头发梳理整齐。
3. *Don't wear a lot of jewelry or large pieces of jewelry.*
勿戴过多首饰或大粒珠宝。
4. *Don't wear a lot of perfume.* 不要喷洒过重的香水。
5. *Don't wear heavy makeup.* 不要浓妆艳抹。
6. *Don't have extremely long fingernails.* 不要把指甲留得太长。

● Sample Conversations 仿真会话

Conversation 1

- A: What would you think if I part my hair on the side?
B: A little to the left is OK. You should choose a tie to go with your suit.
A: I fear I would tense up during the interview.
B: Come on. Just do your best to sell yourself.
A: What about giving me a practice test?
B: All right. Now straighten your posture.
A: Shoot! I cannot be a graceful lady. I don't want to stop being a tomboy.
B: Gosh! I should warn you to watch what you say.
-

A: 我把头分边怎么样?

B: 靠左分一点就好。你应该找条领带配西装。

A: 我很怕面试的时候会紧张。

B: 别怕,尽力推销自己就是了。

A: 给我个“模拟测验”好吗?

B: 好的,坐直。

A: 见鬼。我就是扮不了淑女,我真想继续当个假小子。

B: 天啊!我可警告你别乱说话。

Conversation 2

A: I want to buy a set of suit and a tie for a job interview tomorrow.

B: Congratulations. And have you chosen them?

A: Can you give me some suggestions?

B: Of course. Generally, in formal situation, boys always wear black suit or dark blue suit, and also a white shirt.

A: I'd prefer to the black one. And what kind of tie is suitable?

B: It's easy to choose. And what color do you like?

A: I like red very much.

B: Oh, no. Red color is not fit for interview because it indicates powerful. How about a lighter color one?

A: Okay, it's up to you. I have no idea about it.

B: Well, I'll choose this light blue for you.

A: That's perfect. Thank you.

B: You are welcome.

A: 我想买一套西服和一条领带用来参加明天的面试。

B: 祝贺你。那你挑好了吗?

A: 你能给我一些建议吗?

B: 当然可以。一般在正式场合下,男士都穿黑色或深蓝色的西装,并且常配一件白色衬衣。

A: 我比较喜欢黑色的。那什么样式的领带比较合适呢?

B: 这很好选择。你喜欢什么颜色的?

A: 我最喜欢红色的。

B: 噢,不行,红色的不适合面试时戴,因为它象征的是权力。浅一点颜色的如何?

A: 好,一切由你决定。我对这些一点概念都没有。

B: 那好,我就为你选这条浅蓝色的吧!

A: 太完美了,谢谢你。

B: 不用谢。

Conversation 3

A: Here, I just finished ironing your suit. Want me to hang it in the closet for you?

B: Hey! That looks great. Thanks a lot. Which shirt do you think I should wear?

A: This one. It fits you perfectly, and it's conservative.

B: I was thinking the red one.

A: No, too flashy. This one is perfect for a job interview.

B: Okay, I guess you're right. I'll wear it.

A: That's it.

B: Do these shoes look okay?

A: The shoes are fine. Wish you success!

B: With you support I will.

A: 喂,我刚刚烫好你的西装。要挂在衣柜里吗?

B: 嘿! 看起来很棒,多谢了。你觉得我应该穿哪件衬衫?

A: 这一件,非常适合你,而且看起来很稳重。

B: 我想穿红色那件。

A: 不行,太花哨了。这一件最适合面试了。

B: 好,我想你是对的。我就穿这件。

A: 那就对了。

B: 这双鞋还适合吧?

A: 鞋子没问题。祝你成功!

B: 有你的支持,我会的。

Unit

2

面试礼仪

Interview Etiquette

Cultural Background 文化背景

Etiquette plays a very important role in a job interview. If the interviewer gives you the chance to have the interview, it means you have the qualification and capacity to fit the job. The purpose of the interview is to know more about every aspects of the interviewee completely. It's a direct way for the interviewer to communicate with the interviewee. For the interviewee, it is a stage for him to show his knowledge, intelligence and capacity. Therefore, some basic quality such as manner, style of conversation, and expression becomes more important. If you notice these aspects, it will help you a lot in a job interview.

► 礼仪在面试中扮演着非常重要的角色。如果面试官给你参加面试的机会,那就意味着你有资格、有能力适合这份工作。面试的目的就是想对应聘者有一个更全面的了解。对面试官来说这是一种与应聘者直接交谈的方式。对应聘者来讲,它是一个展示自己知识、智慧和能力的舞台。因而,一些基本的品质,例如举止、谈吐、神态等在面试中都显得十分重要。如果能注意到这些方面,你在面试时就会有許多获益。

Lively Words 鲜活词语



capacity [kə'pæsəti] 资格;能力

contact ['kɒntækt] 接触

desirable [di'zaiərəbl] 合意的

eliminate [i'limineit] 减少

falter ['fɔ:lta] 结巴;犹豫

full-fledged 发展成熟的

liberty ['libəti] 自由

longevity [lɒn'dʒeviti] 长久

loyal ['loial] 忠诚的

on one's toes 谨慎小心

overstate ['əʊvə'steit] 过于强调

prestige [pres'ti:ʒ] 威信;威望;名气

profile ['prəʊfaɪl] 形象

qualification [ɪkwɒlɪfi'keɪʃən] 资格;能力;包容力

Questions and Answers 巧问巧答

1. Can you tell me some etiquette about the interview?

Of course.

① 你能告诉我一些有关面试礼仪方面的事宜吗?

② 当然可以。

2. What role does the etiquette play in a job interview?

In my opinion, etiquette plays a very important role in a job interview. For the interviewee, it is a stage for him to show his knowledge, intelligence and capacity. Therefore, some basic quality such as manner, style of conversation, and expression becomes more important. If you notice these aspects, it will help you a lot in a job interview.

① 你认为礼仪在面试中起什么样的作用呢?

② 在我看来,礼仪在面试中扮演着非常重要的角色。对应聘者来讲,面试是一个展示自己知识、智慧和能力的舞台。因而,一些基本的品质,例如举止、谈吐、神态等在面试中都显得十分重要。如果能注意到这些方面,你在面试时就会有許多获益。

3. Are there any taboos in a job interview?

Yes. During a job interview, whether manner or conversation, there are some taboos to both the interviewer and the interviewee such as sitting properly, speaking aloud, way of shaking hands will also help him a lot.

① 面试中有什么禁忌呢?

② 有。在面试过程中,无论举止或是谈吐,对面试官和应聘者都是有禁忌的。例如正确的坐姿、响亮的话语、握手方式等都会对应聘者成功面试起到一定的作用。

4. Is there anything else that I should pay attention to in an interview?

Yes. Don't eat onions or garlic before

① 在面试中还有什么其他注意事项吗?

② 有。去面试前不要吃洋葱和大蒜之类的东西。不然的话口中

you come. If you do you'll have bad
breath.

会有异味。

Practical Sentences 流畅金句

• Etiquette of do's 面试之“宜”

1. *Be on time.* 准时。
2. *Look neat and well groomed.* 仪容端庄,服饰整洁。
3. *Be well prepared.* 准备充分。
4. *Be honest.* 诚实。
5. *Listen carefully.* 认真倾听。
6. *Speak up.* 声音洪亮。
7. *Smile now and then.* 常带微笑。
8. *You'd better overcome your nervousness. It is considered an indication that you lack self-confidence.* 你最好克服紧张情绪,这是缺乏自信心的表现。
9. *Offer your hand upon introduction and have a firm handshake.* 见面时主动伸手,握手有力。
10. *Bring extra résumés, notepad, pen and so on.* 携带额外的简历、笔记本、笔等。
11. *Be sure to pronounce your interviewer's name correctly.* 正确说出主考姓名。
12. *Feel free to ask for clarification before answering a question.* 回答前可以请求主考澄清问题。
13. *Perseverance.* 坚定不移。
14. *Send a thank-you-letter as soon as possible to each interviewer.* 尽快给每位主考写封感谢信。
15. *Express yourself clearly and with confidence, however, without conceit.* 表达清晰,充满自信,但不要自负。
16. *Display reserved confidence. Let the interviewer control the interview.* 不要锋芒毕露。让主考控制面试过程。
17. *Volunteer information about your skills and experience that match the position.* 主动提供与职位相关的技能和经验。
18. *If you want the job, say so.* 如果想得到这份工作,直接告诉主考。
19. *You should reflect confidence by speaking in a low voice, loud enough to be heard without being aggressive or overpowering.* 你说话的声音应该高低合适,让主试人听得清楚,又不专横跋扈。

• Etiquette of don'ts 面试之“不宜”

1. *Be late for an arranged interview.* 迟到。
2. *Be cluttered.* 凌乱。
3. *Chew gum.* 嚼口香糖。
4. *Smoke without being invited to do so.* 不被邀请就吸烟。
5. *Fiddle, tap or bounce.* 不停地拨弄、敲击或颠跳。
6. *Ask about travel expenses until they have been offered.*
未等提及就询问出差费用。
7. *Have a poor personal appearance.* 仪表不佳。
8. *Turn up in jeans and an old sweater.* 穿牛仔裤、旧汗衫。
9. *Have a negative mind.* 态度消极。
10. *Lack self-confidence.* 缺乏自信。
11. *Have limp, weak handshake.* 握手软弱乏力。
12. *Look nervously around.* 紧张地环顾四周。
13. *Fail to look into the interviewer's eyes.* 躲避主考的目光。
14. *Speak in a faltering and stammering manner.* 说话支支吾吾、结结巴巴。
15. *Be unable to express yourself clearly.* 不能清晰地表达自我。
16. *Show lack of enthusiasm and vitality.* 缺乏热情与活力。

• Sample Conversations 仿真会话

Conversation 1

- A: Hello, John. How was your interview yesterday?
- B: I am sorry to tell you that I have lost the opportunity.
- A: Why? You are so excellent. I think you are the most suitable person for the job.
- B: Yes, I know I am excellent, but I pay no attention to the etiquette you've told me.
- A: What? Then what did you do?
- B: When I entered the room, I forgot to close the door. Later, I couldn't help smoking, you know I am a heavy-smoker. What's more, I forgot to polish my shoes. There is some dirt on it.
- A: You are so careless. You know they are the basic rules you should know before you attend an interview. Do remember not to smoke any more, other-

wise, you can't find a job.

B: Yes, I know. And next time I must make good preparations.

A: Good luck next time.

B: Thank you, Jack.

A: 嗨, 约翰, 你昨天面试情况怎么样?

B: 很遗憾, 我失去了这次机会。

A: 为什么呀? 你这么优秀, 我想你是最适合这个工作的人选了。

B: 我知道自己是很优秀, 但我没把你跟我说的有关面试礼仪的事放在心上。

A: 什么? 那你都做了些什么?

B: 当我进房间时, 我忘了关门。你知道我是个烟鬼, 后来我忍不住又吸起了烟。我也忘了擦鞋, 上面有好多灰尘。

A: 你真是粗心呀, 你知道这些都是参加面试前必须要懂的规则。记住千万不要再吸烟了, 否则你真的找不到工作。

B: 我知道了, 下次我一定会好好准备的。

A: 祝你下次好运。

B: 谢谢, 杰克。

Conversation 2

A: Good morning, Kate. Long time no see.

B: Good morning, Sandra. Nice to meet you.

A: Kate, I know you've been a stewardess for more than one year. And I'll have an interview on stewardess tomorrow. Can you tell me some etiquette about the interview?

B: Of course. First you should do up your long hair and do make up but not too thick.

A: Is there anything else I should pay attention to?

B: Yes, when you attend the interview, you should pay attention to your manner, style of conversation and your expression. You should keep smiling always, being polite when you talk with the interviewer. Don't move from time to time when you sit there. And you also should know how to use eye contact.

A: Thank you, I've learned so much from you.
