






职场 英语口语 万言书

◆ 金 川 编著

-  要找工作, *GOOD! NO*, 招聘面试听不懂!
-  初来乍到, 人生地不熟! 问问前辈, 哎……他在说什么? 这到底要怎么做啊?
-  日常繁琐的工作, 别只闷头干活, “只干不说” 太不聪明了吧!
-  工作中的人和事, 想和同事分享, 一肚子话在心口难开, *OH, NO!*
-  带这本书出发, 轻松搞定职场英语, 伴你一路 “畅言” 无阻, *LET'S GO!!!*



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DALIAN UNIVERSITY OF TECHNOLOGY PRESS

Thousands of Sentences—Job English

职场 英语口语 万言书

An illustration of a small, white, stylized human figure holding a large magnifying glass over the character '场' in the title. A USB drive with a cord is also depicted near the character.

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Unit 1

职位信息 Information of a Position

你认为网站上登的招聘广告真实吗?

➡ Do you think the job-seeking advertisements are true in the website?

我们把它登在网上吧。这样我们可以得到更多的回应。我来登广告吧,我知道一些好的网站。

➡ Let's post them on the internet. We'll get a better **response**. I'll post the ads. I know some good sites.

定期看职业介绍所的招工板,并且每天查看报纸。

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

我想收集一些有关意向单位的信息。

➡ I want to collect some **information** about my chosen company.

我想询问昨天《中国日报》上关于招聘出纳员一职的广告。

➡ I'm enquiring about your advertisement for a **cashier** in yesterday's *China Daily*.

我正在找一份还能够提供住宿的工作。

➡ I'm looking for a job where a housing will also be **provided**.

我想来申请银行职员一职,你能帮我吗?

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

我想干一份能使用英文的工作,也希望我的工作能够肩负一定的职责。

➡ I want a job in which I can use English. I would also like to be able to have some **responsibility** in my work.

我喜欢具有挑战性的并且能给我的将来提供更多机会的工作。

➡ I like the job that is **challenging** and can offer me more chances for my future.

你能告诉我你为什么回复了我们的广告吗?

➡ Can you tell me why you replied to our advertisement?

计算机科学或相关专业毕业,学士或以上学位。

➡ **Bachelor** or above degree with major in Computer Science or equivalent.

Unit 2

着装礼仪 Etiquette of Dressing

我明天应该穿什么呢?	➡ What shall I wear tomorrow?
我该买个像样的手提包吗?	➡ Should I buy a decent handbag?
穿套裙比较好,这样可以显示出你苗条的身材。	➡ A set of skirt is better, and this can show your slim figure .
你的着装与你应聘的工作不相符。	➡ Your dressing doesn't match with the job you apply for.
衣服要熨烫,不要有褶皱。	➡ Iron your clothing to get rid of all wrinkles .
确定你的拉链都拉上了!	➡ Make sure all your zippers are zipped!
要刷牙!	➡ Brush your teeth!
要刮胡子。	➡ Be freshly shaven.
不要喷洒过多的香水。	➡ Don't wear a lot of perfume .
不要把指甲留得太长。	➡ Don't have extremely long fingernails.
一定要穿保守的服装。	➡ Make sure everything you have on is conservative .
这条裤子配那条白色的皮带会让你看起来很不错。	➡ The trousers with that white belt will look nice on you.
手提包是女士必不可少的。	➡ Handbags are necessary for ladies.
你不觉得这条裙子太素了吗?	➡ Don't you think this skirt is too plain ?
这是最适合参加面试穿的衣服了。	➡ This is the most suitable clothing for an interview.
我觉得它和你衬衫的颜色不配。	➡ I don't think it matches your shirt in color.
深色牛仔裤配上那条腰带展现出你苗条的身材。	➡ The pair of dark jeans with that belt displays your slender figure.
这件外套不错,不过在那种场合它会让你看起来像个小孩。	➡ This coat is pretty but it makes you like a child on that occasion.

Unit 3

面试礼仪 Etiquette of Interview

你能告诉我一些有关面试礼仪方面的事宜吗?	➡ Can you tell me some etiquette about the interview?
当你参加面试时,应该注意你的举止、谈吐和神态。	➡ When you attend the interview, you should pay attention to your manner, style of conversation and your expression .
当你坐下时,不要总是晃动。	➡ Don't move from time to time when you sit there.
你还应该知道怎样利用眼神去交流。	➡ You also should know how to use eye contact .
好的修养有好的举止。	➡ Good self- cultivation shows good manners.
表现出你像一位合格的、专业的商业人士。	➡ Look and act like a competent professional business person.
还有别的我需要注意的事项吗?	➡ Is there anything else I should pay attention to?
要尤其注意给对方留下好的第一印象。	➡ Pay careful attention to making a good first impression.
要准时。	➡ Be on time.
仪容端庄,服饰整洁。	➡ Look neat and well groomed.
认真倾听。	➡ Listen carefully.
介绍时主动伸手,握手有力。	➡ Offer your hand upon introduction and have a firm handclasp.
携带额外的简历、笔记本、圆珠笔等。	➡ Bring extra resumes, a notepad, a pen and so on.
坚定不移。	➡ Perseverance .
感谢您抽出时间并给予我关注。	➡ Thank you for your time and consideration.
今天我邀请了几位面试者来,你是第一个到的。	➡ I've invited several candidates to come today. You are the first one to have arrived.
你在经验方面所欠缺的,就用你的热情去弥补吧。	➡ What you lack in experience, compensate for with enthusiasm .

我是应邀来参加面试的,见到您真高兴。

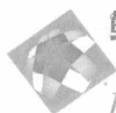
→ I have come at your **invitation** for an interview, and nice to meet you.

我非常高兴能获得这次面试的机会。

→ I am very happy that I am **qualified** for this interview.

关于薪水,请检验我的能力之后您再作定夺。

→ As for salary, I leave it to you to decide after examining my capacity.



鲜活词汇

Lively Words

词汇

etiquette [ˈetiːket] *n.* 礼节

conversation [ˌkɒnvəˈseɪʃən] *n.* 会话, 交谈

expression [iksˈpreʃən] *n.* 脸色; 声调

contact [ˈkɒntækt] *n.* 接触, 联系

cultivation [ˌkʌltɪˈveɪʃən] *n.* 培养; 耕作

competent [ˈkɒmpɪtənt] *adj.* 有能力的

perseverance [ˌpɜːsɪˈvɪərəns] *n.* 坚定不移

enthusiasm [ɪnˈθjuːzɪæzəm] *n.* 狂热, 热心, 积极性, 激发热情的事物

invitation [ˌɪnvɪˈteɪʃən] *n.* 邀请, 招待

qualified [ˈkwɒlɪfaɪd] *adj.* 有资格的

延伸词汇

brow [braʊ] *n.* 额; (面部)表情

countenance [ˈkaʊntɪnəns] *n.* 面容, 脸色

politely [pəˈlaɪtli] *adv.* 客气地, 斯文地, 优雅地

osculate [ˈɒskjuleɪt] *v.* 接吻, 接触

cultivate [ˈkʌltɪveɪt] *v.* 培养, 耕作

competitive [kəmˈpetɪtɪv] *adj.* 竞争的

unremitting [ˌʌnrɪˈmɪtɪŋ] *adj.* 不懈的

eligibility [ˌelɪdʒəˈbɪlɪti] *n.* 适任, 合格

zealously [ˈzeləsli] *adv.* 热心地, 热情地

capapie [kæpəˈpiː] *adv.* 全身地, 完全地

candidature [ˈkændɪdɪtʃə] *n.* 候选人资格

receiver [rɪˈsiːvə] *n.* 接受者, 接收器

capacitate [kəˈpæsɪteɪt] *v.* 使能够

political [pəˈlɪtɪkəl] *adj.* 政治的, 行政上的

Unit 4

开场白 Opening Remarks

你与他约好了吗?	⇒ Have you made an appointment with him?
请进,喝杯咖啡吧。	⇒ Come in please and have a cup of coffee.
对不起,打扰了。	⇒ Sorry for interrupting .
很抱歉,让你久等了。	⇒ I'm sorry I kept you waiting so long.
我是本公司的人事部主任,我叫刘军。	⇒ I am the director of the personnel division of the company, and my name is Liu Jun.
很高兴有机会在这里见到您。	⇒ I'm glad to have the opportunity to meet you here.
我们看了你的简历,认为你可能会是个不错的人选。	⇒ We looked over your resume and thought you might be a good candidate.
你的简历我已经看过了,想当面问你几个问题。	⇒ I've looked over your resume and wanted to meet you to ask a few questions.
今天的面试是因为我们想对你有所了解。	⇒ Today's interview is for us to get to know a little about you.
请允许我自我介绍一下。	⇒ Allow me to introduce myself.
告诉我你的姓名和考号。	⇒ Name and examination number.
你带证明材料来了吗?	⇒ Have you brought your credentials ?
请先谈谈你自己的情况,好吗?	⇒ Would you begin by telling me something about yourself?
我告诉我的助理。	⇒ Let me just tell my assistant .
得知我的信件和简历已经收到了,我非常高兴。	⇒ I am very glad to know that my letter and resume have been received.
我想应聘刊登在今天报纸上的会计师助理一职。	⇒ I should like to apply for the post of Assistant Accountant as advertised in today's newspaper.

我想试试它(这份工作)。

➡ I'd like to check it out.

我的日常工作是什么呢?

➡ What would be my daily duties?

这工作是全职的还是兼职的?

➡ Is the job full-time or part-time?

这是我的身份证,这是我的毕业证。

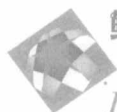
➡ This is my ID card. This is my **diploma**.

我出生在本市,在外语学院念的大学。

➡ I was born in this city and had my college education at the **Institute** of Foreign Languages.

希望没有给您造成不便。

➡ I hope I didn't rush you.



鲜活词汇

Lively Words

词汇

appointment [ə'pɔɪntmənt] *n.* 约会
interrupt [ɪntə'rʌpt] *v.* 打断, 中断, 插嘴
opportunity [ɒpə'tju:niti] *n.* 机会, 时机
examination [ɪg,zæmi'neɪʃən] *n.* 考试
credential [kri'denʃəl] *n.* 证明材料

assistant [ə'sistənt] *n.* 助手
resume [ri'zju:m] *n.* 摘要; [美] 履历
accountant [ə'kaʊntənt] *n.* 会计(员)
diploma [di'pləʊmə] *n.* 文凭, 毕业证书
institute ['ɪnstɪtju:t] *n.* 学会, 学院, 协会

延伸词汇

opposability [ə'pəʊzə'biliti] *n.* 可反对, 对抗性
abstract ['æbstrækt] *n.* 摘要, 概要; 抽象
reckoning ['rekəniŋ] *n.* 计算; 帐单
fright [fraɪt] *n.* 惊骇, 吃惊
jerque [dʒə:k] *v.* 检查
credendum [kri'dendəm] *n.* 信条, 教条
interrogatory [ɪntə'rɒgətəri] *adj.* 质问的

certificate [sə'tɪfɪkət] *n.* 证书, 证明书
seminary ['seminəri] *n.* 神学院; 发源地
confraternity [kɒnfrə'tɜ:niti] *n.* 团体
divisional [di'vɪʒənəl] *adj.* 分割的
directorial [di'rek'tɔ:riəl] *adj.* 指挥的
educational [ɪ'dʒu'keɪʃənəl] *adj.* 教育的
collegial [kə'li:dʒiəl] *adj.* 大学(学生)的
rainbelt ['reinbelt] *n.* [气] 雨带, 多雨地带

Unit 5

个人信息 Personal Information

告诉我一些你的情况。	⇒ Tell me something about yourself.
能告诉我你的年龄吗?	⇒ May I ask how old you are?
你是哪里人?	⇒ Which part of the country do you come from?
你的地址是什么?	⇒ What's your address?
你的电话号码是多少?	⇒ What's your telephone number?
你是什么民族的?	⇒ What is your nationality?
你是近视眼还是远视眼?	⇒ Are you nearsighted or farsighted ?
你们结婚很久了吗?	⇒ Have you been married long?
你们有几个小孩?	⇒ How many children do you have ?
谁维持你们家的生计?	⇒ Who supports your family?
你的笔名叫什么?	⇒ What's your pen name?
你的姓怎样拼写?	⇒ How do you spell your surname ?
请把你的名字再告诉我一遍好吗?	⇒ Could you remind me of your name again, please?
您会先看报纸的哪一部分?	⇒ Which part of the paper do you read first?
您与别人相处如何?	⇒ How do you get along with others?
您有没有真正称得上是亲密朋友的人?	⇒ Are there any persons you'd really call close friends?
我父亲/母亲已经过世了。	⇒ My father/mother passed away.
我从上大学开始就一直戴眼镜。	⇒ I've been wearing glasses since I was in college.
我的身材一直很瘦小。	⇒ I've always been small size.
我的出生地是苏州。	⇒ My birthplace is Suzhou.

我是本地居民。我大学毕业后一直住在北京。

⇒ I am a local **resident**. I have been living in Beijing since I **graduated** from my college.

我是单身。

⇒ I am **single**.

我的身体一直都很健康。

⇒ I have always been in good health.

这是上大学时我的老师给我取的。

⇒ It was given by my teacher when I was at the **university**.

我刚刚过完 20 岁生日。

⇒ I've just **celebrated** my twentieth birthday.

我没有笔名。

⇒ I have no **pen name**.

我的名字听起来像个女孩的名字。

⇒ My name sounds like a girl's name.

我不想更改我的名字。

⇒ I don't want to change my name.



鲜活词汇

Lively Words

词汇

nearsighted [ˈniəˈsaɪtɪd] *adj.* 近视的; 浅见的

farsighted [ˈfɑːˈsaɪtɪd] *adj.* 远视的; 有远见的

surname [ˈsɜːneɪm] *n.* 姓

glasses [ˈglɑːsɪz] *n.* 眼镜

resident [ˈrezɪdənt] *n.* 居民

graduate [ˈgrædʒueɪt] *v.* 毕业

single [ˈsɪŋɡl] *adj.* 单一的; 单纯的; 单身的

university [ˌjuːniˈvɜːsɪti] *n.* (综合) 大学

celebrate [ˈselɪbreɪt] *v.* 庆祝; 举行

pen name 笔名

延伸词汇

full name 全名

first name 名

blood type 血型

native place 籍贯

weight [weɪt] *n.* 体重

color-blind [ˈkʌləblaɪnd] *n.* 色盲

address [əˈdres] *n.* 地址

alias [ˈeɪliəs] *n.* 别名

height [haɪt] *n.* 身高

home phone 住宅电话

domicile place 户籍所在地

spellable [ˈspeləbl] *adj.* 可拼写的

English name 英文名字

birthday [ˈbɜːθdeɪ] *n.* 生日

marital status 婚姻状况

我和父母同住。可不久我会租房住的。

➡ I live with my parents. But I will **rent** a flat soon.

他们为什么不搬到城里来住?

➡ Why don't they move to the city?

我家有五个房间,两间在楼上,三间在楼下。

➡ There are five rooms in my house—two **upstairs** and three **downstairs**.

我的姐姐上个月嫁给了一位律师。

➡ My sister got married to a lawyer last month.

我想尽力赚够钱再结婚。

➡ I think I'll try to earn enough for marriage.

我有两个小孩,他们都很难管教。

➡ I have two children. They are both quite **handful**.

晚上我经常和家人一起看电视。

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



鲜活词汇

Lively Words

词汇

dependent [di'pendənt] *n.* 家眷

profession [prə'feʃən] *n.* 职业, 专业

inconvenient [ɪnkən'vi:niənt] *adj.* 不便的

medium ['mi:djəm] *n.* 中间的

mountain ['mauntɪn] *n.* 山, 山脉

technology [tek'nɒlədʒi] *n.* 技术

rent [rent] *v.* 租用

upstair ['ʌp'steɪ] *adj.* 楼上的

downstair ['daʊn'steɪ] *adj.* 楼下的

延伸词汇

aunt [ɑ:nt] *n.* 姨

brother ['brʌðə] *n.* 兄弟

brother's grandson 侄孙

cousin ['kʌzn] *n.* 堂兄弟姐妹, 表兄弟姐妹

daughter's daughter 外孙女

elder brother's wife 嫂子

family member 家属

family tree 家谱

father's elder brother 伯父

fiance [fi'aɪnsei] *n.* [法] 未婚夫

fiancee [fiaɪn'sei] *n.* [法] 未婚妻

forefather ['fɔ:fa:ðə] *n.* 祖宗

granddad ['grændæd] *n.* 爷爷

granddaughter's husband 孙女婿

grandma ['grænmɑ:] *n.* 姥姥; 奶奶

Unit 7

教育背景 Educational Background

你能告诉我你拥有什么样的教育背景吗?

➡ Would you tell me what educational **background** you have?

你从哪所大学毕业的?

➡ What university did you graduate from?

你的专业是什么?

➡ What did you **specialize** in?

你获得了什么学位了吗?

➡ Have you received any **degrees**?

在大学时,你主修哪一科?

➡ What subject did you major in your university?

你最喜欢的科目是什么?

➡ What was your **favorite subject**?

哪门课程你最不感兴趣?

➡ Which subject are you least interested in?

你读大学时有没有担任过学生干部?

➡ Were you in a leading position when you were a college student?

你在大学里有没有参加过什么社团活动?

➡ Were you involved in any club activities at your university?

你在大学里通常参加什么课外活动?

➡ What **extracurricular** activities did you usually take part in at college?

你为什么选择你的大学?

➡ Why did you select your college or university?

你的毕业论文是关于什么的?

➡ What was your graduation thesis on?

你是否计划继续进修?

➡ Do you have plans for continued study?

你为什么选择物理学作为你的专业呢?

➡ Why did you choose Physics as your **major**?

你读大学时有没有获得过什么荣誉或奖励?

➡ Did you get any honors or rewards at your university?

我毕业于北京大学。

➡ I graduated from Beijing University.