

用英语口语高频话题

The High Frequency
Practical Spoken English Topics

作者权威 ★ 语言规范 ★ 涵盖面广 ★ 语音纯正

外企白领
英语口语

北京大学 江海波 主编
北京外国语大学 董亮
[美] David Daniel 审订

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实用英语口语高频话题

The High Frequency Practical Spoken English Topics 外企白领英语口语 of Foreign White-collar Workers

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[美] David Daniel 审订

- 主题涉猎广泛，分类清晰，囊括所有高频情景话题材料
- 体例安排科学合理，内容丰富实用，贴近生活
- 材料生动活泼，语言难度适中，语音纯正、地道，原汁原味
- 培养跨文化交际观念，增进了解语言的文化功能



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PREFACE

前言

随着我国经济加入国际大循环的节奏不断加快,人们对交际英语口语能力的要求也在进一步提高。在一些正规、非正规场合,一口礼貌得体的交际英语、一段用纯正英语所作的文采四溢的即兴演讲,无疑会使你的同行和朋友刮目相看,同时为你带来意想不到的效果和收获。如何用英语和他人自如地交流成为众人关注的热点。面对读者迫切希望在短时间内快速提高英语口语交流能力的要求,我们精心编写了“实用英语口语高频话题”丛书。该丛书共 11 本,分别为:

- 《情景英语口语》
- 《外贸英语口语》
- 《旅游英语口语》
- 《社交英语口语》
- 《商务英语口语》
- 《娱乐休闲英语口语》
- 《外企白领英语口语》
- 《文秘会话英语口语》
- 《酒店职员英语口语》
- 《餐饮业职员英语口语》
- 《金融业职员英语口语》

该丛书涵盖了日常生活的各个方面,旨在让广大英语学习者更好地使英语学习走向生活,在生活中学,为生活而用。该丛书将全面提升你的交际英语口语水平。

语言是交流的工具,语言学习的最好方法是“以练为本”。大家都知道“说”很重要,用跟自己生活没有关系的材料练习口语,根本不算“使用语言”。要使用语言,说话的人必须有沟通和表达的欲望;所说的内容也必须是“不吐不快”。本丛书对话取材于日常生活,以使大家的学习达到事半功倍的效果。而这也正是本丛

书策划的初表。

“实用英语口语高频话题”丛书中的《外企白领英语口语》一书主要分为 Top Sentences(典型例句)、Words and Phrases(生词与词组)和 Fashion Conversations(轻松会话)三部分,其中的对话内容涉及外企白领工作和日常生活的各个方面,让大家真正体会白领生活,学习白领英语。本书在编写过程中,力求保证英语口语的原汁原味,读者可以身临其境,融入英语会话的情景当中,在学习和实践中更快、更准地把握英语口语的精髓!

我们在编撰这套丛书时,力求做到语言表达纯正、地道、简洁、实用。无论你是在校的学生还是已经走上工作岗位的人士,我们相信本套丛书一定会让你兴趣盎然、轻松高效地学习英语,并提高英语口语交际能力。我们真诚地希望“实用英语口语高频话题”丛书能够成为广大英语学习者的良师益友,使你能在短期内快速提高英语口语水平。

参与本书编写的除了江海波、董亮外,还有北京大学的张杰、管卫勇、孙遥遥、洪潇、李征、罗福生、郭庆、梅涛、陈娜、吕松、刘寅春等。David Daniel 对本书的审订和修改付出了大量的辛劳,在此表示由衷的感谢。

由于作者水平有限,错误和疏漏之处在所难免,诚望读者批评指正。

本书的音频材料由美国语言教育专家 Alex Grupp 先生和 Rory Jimmerman 女士朗读。他们还审阅了本书。

编 者

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Job-hunting and Interviews

求职面试

Part 1

Induction in Foreign Companies

外企就职

1. I was very interested in Negotiation on Business Affairs when I was a student, and I think it's very useful for my present work.

2. Would you like to tell me something about your outstanding achievement?

3. They would say I am a responsible, intelligent and creative person with teamwork spirit.

4. In 2000, I was admitted into Jialan Institute of Foreign Languages. I specialized in English Secretarial Studies.

5. Thank you for coming. I'll let you know as soon as we've made a decision.

6. I have ten years' marketing experience. This includes both entry level and management positions. In my last position I worked my way up to being director of the Marketing Department.

7. According to your advertisement, you want an experienced software engineer. I think my background meets the requirement of this position.

8. I'd like to know your health benefit and pay scale.

Unit 1

Job-hunting and Interviews

求职面试

Top Sentences 典型例句

1. My major is Business Administration. 我主修工商管理学。
2. I took more than 40 courses in university, including International Trade, Marketing Principles, Sales Management, Project Management, Negotiation on Business Affairs, etc. 我在大学期间学习了 40 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。
3. I was very interested in Negotiation on Business Affairs when I was a student. And I think it's very useful for my present work. 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。
4. Would you like to tell me something about your outstanding achievements? 能给我谈谈你的突出业绩吗?
5. They would say I am a responsible, intelligent and creative person with teamwork spirit. 他们认为我值得信赖、聪明、有创造力, 而且具有团队合作精神。
6. In 2000, I was admitted into Dalian Institute of Foreign Languages. I specialized in English Secretarial Studies. 我于 2000 年被大连外国语学院录取, 专业是英语秘书学。
7. Thank you for coming. I'll let you know as soon as we've made a decision. 非常感谢你参加我们的面试。我们做出决定后会立刻通知你。
8. I have ten years' marketing experience. This includes both entry level and management positions. In my last position, I worked my way up to being director of the Marketing Department. 我做过 10 年市场营销工作, 包括初级职位和管理职位, 并在上一个岗位上通过自己的努力当上了市场部主任。
9. According to your advertisement, you want an experienced software engineer. I think my background meets the requirement of this position. 从你们的广告上得知, 你们需要一位有经验的软件工程师。我想我的背景符合这份工作的要求。
10. I'd like to know your health benefit and pay scale. 我想知道你们的福利制度和工资标准。

Words and Phrases 生词与词组

achievement 成绩, 成就

database 数据库

pharmaceutical 制药的, 配药的

qualification 合格证书, 资格

teamwork 团队合作, 集体工作

correspondence 信件, 函件

draft 起草, 草图

principle 原理, 原则

recommendation 推荐, 建议

Fashion Conversations 轻松会话

Dialogue 1

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 took 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.

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: 说说你在大学期间主修的课程。

B: 我在大学期间学习了 40 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: 商务谈判。上学期间我对这门课程很感兴趣, 而且我认为它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, 所以我对英语非常感兴趣。

Dialogue 2

A: What kind of jobs have you had?

B: I have been a Production Manager.

A: How many years have you worked as a Production Manager?

B: Six years.

A: Would you like to tell me something about your

A: 你都做过什么工作?

B: 我做过生产经理。

A: 你做了几年的生产经理?

B: 6 年。

A: 能给我谈谈你的突出业绩吗?

outstanding achievements?

B: I had introduced an advanced product line from Japan in 2006, which increased the output and reduced the cost.

A: How would you evaluate the company you are with?

B: Although I could not say that everything is perfect there, I still very much appreciate what the company has given me, especially many chances.

A: How would your colleagues evaluate you?

B: They would say I am a responsible, intelligent and creative person with teamwork spirit.

A: Do you get recommendations from your present employer?

B: Yes, I have brought them with me. Here they are.

B: 我曾经于 2006 年从日本引进了一条先进的生产线,产量得到了提高,而且成本也降了下来。

A: 你如何评价你现在的公司?

B: 虽然我不能说它尽善尽美,但我仍然非常感谢它给了我很多,尤其是许多机会。

A: 你的同事如何评价你呢?

B: 他们认为我值得信赖、聪明、有创造力,而且具有团队合作精神。

A: 你有目前这个雇主给你写的推荐信吗?

B: 有,我已经把这些推荐信带来了。给你。

Dialogue 3

A: Good morning, Mr. White. I am Zhang Yan coming for an interview.

B: Nice to meet you. Take a seat, please.

A: Thank you.

B: We have been looking over your application. I see you have got several years' experience in secretarial work. What kind of work did you do in your previous job?

A: I mainly did typing, filing, answering telephone calls and such routine work in the beginning. I started the job as a junior secretary, but within the year I was promoted to senior secretary and I drafted business correspondence for the General Manager.

B: Tell me three qualities your coworkers would use to describe you and your work style.

A: Firstly they say I am very punctual. Secondly they think I am a cheerful person to work with. I always try to have a positive attitude towards work. And thirdly, they believe I am flexible and efficient.

A: 早上好,怀特先生。我叫张燕,是来面试的。

B: 很高兴见到你。请坐。

A: 谢谢。

B: 我们已经看过你的申请表了。我知道你已经有几年的文秘工作经验。你以前的工作具体做什么?

A: 开始主要是打字、文件归档、回电话等日常工作。刚开始工作时我是初级秘书,不过在一年内我被提升为高级秘书,为总经理起草商业信件。

B: 说说你的同事评价你的为人以及工作方式的三个方面。

A: 第一,他们会说我是一个非常守时的人。第二,他们认为和我一起工作很愉快,我总是努力以积极的态度来面对工作。第三,他们觉得我工作

B: Tell me something about your education.

A: In 2000, I was admitted into Dalian Institute of Foreign Languages. I specialized in English Secretarial Studies.

B: Thank you for coming. I'll let you know as soon as we've made a decision.

灵活而且高效。

B: 说说你所受的教育吧。

A: 我于 2000 年被大连外国语学院录取, 专业是英语秘书学。

B: 非常感谢你参加我们的面试。我们做出决定后会立刻通知你。

Dialogue 4

A: Hello, Mr. Jones. Please have a seat. Thank you for coming today. I have read your résumé. You completed university in Britain?

B: Yes, I went to Cambridge. After graduation, I started right away into the advertising industry. Later, I made a bit of a switch to focus on marketing research.

A: So, what experience do you have?

B: I have ten years' marketing experience. This includes both entry level and management positions. In my last position, I worked my way up to being director of the Marketing Department.

A: I can see that from your résumé. Your last position was Marketing Director for a pharmaceutical company, is that right? Later, why did you decide to leave your former post?

B: I felt after five years in one place, I was ready for something new. I would like to have a job that is challenging, something that I can see and do new things every day. I loved many things about my former job, and I left with amiable feelings on both sides. I was just ready for something new.

A: I see. Do you want to work full-time or part-time?

B: I would rather work full-time.

A: I'll make note of that. Now, what are your salary expectations?

B: I am willing to negotiate, but I expect at least \$40,000 a year.

A: 你好, 琼斯先生! 请坐。谢谢你今天能来。你的简历我已看过。你在英国上的大学?

B: 是的, 上的剑桥大学。毕业后, 我就干起了广告工作, 后来转向了市场调查。

A: 那么, 你都有什么工作经验?

B: 我做过 10 年市场营销工作, 包括初级职位和管理职位, 并在上一个岗位上通过自己的努力当上了市场部主任。

A: 从简历上能看出来。你上一个职位是制药公司的市场部主任, 对吧? 那后来你为什么离职?

B: 我觉得在一个地方干上 5 年后, 应该换个新工作了。我喜欢干挑战性的工作, 喜欢每天看见新东西、做不同的工作。我很喜欢我以前的那份工作, 而且我离开时双方都很愉快。我之所以离开是因为想尝试新事物。

A: 我明白。那你想做专职还是兼职?

B: 我比较想做专职。

A: 我记录一下。那么, 你对工资的期望值是多少?

B: 我愿意商量一下, 但是我希望每年至少有 4 万美元的收入。

Dialogue 5

- A:** Excuse me, I have an appointment with Ms. Wang. May I come in?
- B:** Yes, come in please. I am Ms. Wang. You must be Zheng Hai, right? I'd like to start this interview with some questions. Why do you think you are qualified for this position?
- A:** According to your advertisement, you want an experienced software engineer. I think my background meets the requirement of this position.
- B:** Then tell me something about your background.
- A:** My major was Computer Science when I was in Wuhan University, and I am quite familiar with Database Programming, Visual C++ and Java language.
- B:** Have you ever designed any programs concerning network?
- A:** Yes, I have designed some programs for the network with Visual C++ and I have passed the test MCSE for programmers.
- B:** Well, your background and qualifications are impressive. Do you have any questions?
- A:** I'd like to know your health benefit and pay scale.
- B:** Certainly. We can provide health and medical benefits. Our pay scale to computer engineers is from five thousand to eight thousand. Employees in our company also enjoy a two-week vacation with pay every year.
- A:** 打扰一下, 我和王女士有个约会, 我可以进来吗?
- B:** 好的, 请进。我就是王女士。你肯定是郑海吧? 我们开始面试吧, 首先问你几个问题。你为什么认为自己能胜任这份工作?
- A:** 从你们的广告上得知, 你们需要一位有经验的软件工程师。我想我的背景符合这份工作的要求。
- B:** 谈谈你的教育背景吧。
- A:** 我在武汉大学时学的专业是计算机科学。我精通数据库编程, VC++ 和 Java 语言。
- B:** 你设计过有关网络方面的程序吗?
- A:** 是的, 我用 VC++ 设计过一些网络程序, 而且我还通过了一个程序员考试——MCSE。
- B:** 嗯, 你的教育背景和资历都不错。你有什么问题吗?
- A:** 我想知道你们的福利制度和工资标准。
- B:** 当然可以。我们为员工提供健康和医疗保险。电脑工程师的工资从 5000 元到 8000 元不等。公司的员工每年还有两周带薪假期。

Unit 2

Going to Work 报到上班

Top Sentences 典型例句

1. A good beginning gets you half way to success. 好的开始是成功的一半。
2. I'm Chen Li, the new secretary. I'm glad to meet you. 我是新来的秘书陈丽, 很高兴见到您。
3. I believe you will be quite familiar with the office work quickly. 我相信你会很快熟悉办公室工作的。
4. I was hired by the Personnel Department and told to report here to work as a secretary. 我被人事部聘用, 并来这里报到做秘书工作。
5. Now let me tell you your definite duties here. 现在我来告诉你你在这里的具体职责。
6. Your main duty is to answer phone calls and transfer them to the person wanted. 你的主要工作是接电话, 然后转给要找的人。
7. You are still responsible for arranging meetings, meeting visitors and seeing visitors off. 你还负责安排会议、迎接客人和为客人送行。
8. Now I'll show you around here and introduce you to our manager and the other colleagues. 现在我带你四处看看, 把你介绍给经理和其他同事。
9. We require all our employees to arrive for work on time and we insist that they keep their lunch hours to a reasonable length. 我们要求员工准时到岗, 而且午餐的时间不要过长。
10. We feel obligated to provide a safe working environment, and we make every effort to listen to our employees' concerns. 我们有责任为员工提供一个安全的工作环境, 而且我们也尽力聆听员工们的呼声。

Words and Phrases 生词与词组

assign 分配, 指派

foreman 领班, 工头

obligate 使(在法律上)负有责任或者义务

policy 政策, 方针

reckon 猜想, 估计

concern 担心, 焦虑, 关心, 挂念

muff 保温套, 皮手笼

open-minded 思想开明的

punctuality 准时

Fashion Conversations 轻松会话

Dialogue 1

- A:** Good morning, Ms. Lee. It's a pleasure to meet you again.
- B:** Nice to see you. A good beginning gets you half way to success. I hope you have a good day.
- A:** Thanks. Can I meet my colleagues?
- B:** Sure, come with me. Yi Fei, I would like you to meet our newcomer, Wang Bing. He just graduated from Yunnan University.
- C:** Nice to meet you.
- A:** I am new to the working world and would appreciate your guidance.
- C:** That's all right. I will try my best to assist if you need any help.
- A:** Great!
- B:** Well, as the other guys are still not in, I'll introduce you to them later.
- A:** All right.
- A:** 早上好, 李女士。我很荣幸再次见到您。
- B:** 很高兴见到你。好的开始是成功的一半。希望你今天过得愉快。
- A:** 谢谢。我能见见我的同事吗?
- B:** 当然可以, 跟我来。易飞, 我向你介绍一位新同事王冰, 他刚刚从云南大学毕业。
- C:** 很高兴见到你。
- A:** 我没有什么工作经验, 请你多指教。
- C:** 别客气。如果需要帮忙, 我会尽力的。
- A:** 太好了!
- B:** 嗯, 其他人还没来, 我晚些时候把你介绍给他们。
- A:** 好的。

Dialogue 2

- A:** Good morning. Allow me to introduce myself. I'm John Dickens, the manager.
- B:** Good morning, Mr. Dickens. I'm Chen Li, the new secretary. I'm glad to meet you.
- A:** Today is your first day of work here, so I hope you will not feel too nervous.
- B:** Yes, I hope so.
- A:** Have you had any secretary experience?
- B:** Not much. I have only worked as a secretary in an insurance company for six months, but I have taken some secretary courses in college.
- A:** That's good. I believe you will be quite familiar with the office work quickly.
- A:** 早上好! 请允许我自我介绍一下。我是经理约翰·狄更斯。
- B:** 早上好, 狄更斯先生。我是新来的秘书陈丽, 很高兴见到您。
- A:** 今天是你第一天上班, 所以我希望你不会感到太紧张。
- B:** 是的, 我也这么想。
- A:** 你有做秘书的经验吗?
- B:** 说不上什么经验。我只是在一家保险公司担任过 6 个月的秘书工作, 但在学校里修过文秘课程。
- A:** 那太好了。我相信你会很快熟悉办公室工作的。

Dialogue 3

A: Good morning. You're new here, I reckon?

B: Yes, I started work today. My name is Jack White.

A: Nice to meet you. I am Mary, your foreman. Any questions about using the electric saw?

B: No, thanks. I think I can handle it.

A: Electric saw is sharp and fast, so work with care. Have you got your ear muffs and gloves?

B: No, I haven't. I am not used to working with ear muffs and gloves on. Is it necessary to wear them?

A: Yes, you have to wear them. It is a company rule. You could lose not only your job but your hearing if you don't.

B: I'll go and get a pair of them.

A: And another thing, where's your safety glasses?

B: Oh, I forgot. Sorry about that, Marry.

A: You need to learn our safety rules. Come to me after work. I have a safety manual for you.

A: 早上好。我想你是新来的吧?

B: 是的,我今天刚开始工作。我叫杰克·怀特。

A: 很高兴见到你。我叫玛丽,你的领班。使用电锯有什么问题吗?

B: 还没有,谢谢。我想我能使用。

A: 电锯又锋利又快,所以操作要小心。你拿到耳套和手套了吗?

B: 没有。我不习惯戴耳套和手套工作。一定要戴吗?

A: 是的,你必须戴。这是公司的一项规定。如果工作时不戴耳套和手套,不但可能丢掉工作,还有可能耳聋的。

B: 那我去领一副吧。

A: 还有一件事,你的防护眼镜呢?

B: 哦,我忘了。对不起,玛丽。

A: 你需要学习我们的安全规章。下班后来找我,给你一份安全手册。

Dialogue 4

A: Good morning, may I introduce myself? My name is Jenny White. I was hired by the Personnel Department and told to report here to work as a secretary.

B: Nice to meet you. I am Lesley Lee, the assistant to the Managing Director. Welcome to our company.

A: It is my first day at work, and I guess I was a little anxious. What am I supposed to do?

B: Don't worry. I will give you an orientation. Now let me tell you your definite duties here.

A: Thank you. I am looking forward to starting work and getting to know each of you.

B: Jenny, your main duty is to answer phone calls and transfer them to the person wanted.

A: I see, but what shall I do if the person wanted is not present?

A: 早上好,我能介绍一下自己吗?我叫詹妮·怀特。我被人事部聘用,并来这里报到做秘书工作。

B: 很高兴认识你。我叫莱斯利·李,是这里的总裁助理。欢迎加入我们公司。

A: 今天是我第一天上班,我感到有点紧张。我应该做些什么呢?

B: 别担心,我会教你适应环境的。现在我来告诉你你在这里的具体职责。

A: 谢谢。真希望早点开始工作,认识每一位同事。

B: 詹妮,你的主要工作是接电话,然后转给要找的人。

A: 我明白了,假如要找的人不在,我该怎么办呢?

- B:** In that case, you are responsible to ask the caller to leave a message.
- A:** Is there anything else I should do?
- B:** You are still responsible for arranging meetings, meeting visitors and seeing visitors off.
- A:** All right. I feel so happy to work here.
- B:** Now I'll show you around here and introduce you to our manager and the other colleagues.
- B:** 如果那样的话,你就要请对方留言。
- A:** 还有其他需要我负责的工作吗?
- B:** 你还负责安排会议、迎接客人和为客人送行。
- A:** 好的。我很高兴能在这里工作。
- B:** 现在我带你四处看看,把你介绍给经理和其他同事。

Dialogue 5

- A:** Hello. Welcome to our company.
- B:** Good morning. I'm Chen Chao.
- A:** Nice to meet you. I'm glad you'll be working for us. We're like a big family here. We all work together as a team.
- B:** That's great. I'm eager to start.
- A:** Well, let me tell you about some of our policies and practices here.
- B:** All right. That will be a big help. I'm fresh out of college.
- A:** We require all our employees to arrive for work on time and we insist that they keep their lunch hours to a reasonable length.
- B:** I understand. That seems easy to follow.
- A:** Employee character is very important to us. We expect everyone here to be industrious, cooperative, honest and open-minded.
- B:** I'm very glad to hear that. I think I possess all of those qualities.
- A:** We also try to do the best we can for our employees. We feel obligated to provide a safe working environment, and we make every effort to listen to our employees' concerns.
- B:** That's very admirable. That's also one of the reasons that I wanted to work here.
- A:** 你好。欢迎你到我们公司来。
- B:** 早上好。我是陈超。
- A:** 很高兴见到你。我很高兴你能到这里工作。我们这里就像一个大家庭,所有人在一起作为一个团队工作。
- B:** 太好了。我都等不及要开始工作了。
- A:** 好的,那我就把这里的一些规章制度先跟你说一下。
- B:** 好的。那对我的帮助会很大。我刚从学校毕业。
- A:** 我们要求员工准时到岗,而且午餐的时间不要过长。
- B:** 我明白,这很容易做到。
- A:** 员工性格很重要。我们希望公司的每位员工勤奋、协作、诚实、开明。
- B:** 很高兴听到这些。我想上述素质我都具备。
- A:** 我们也努力为员工创造最好的条件。我们有责任为员工提供一个安全的工作环境,而且我们也尽力聆听员工们的呼声。
- B:** 那好极了。这也是我想到这里工作的原因之一。