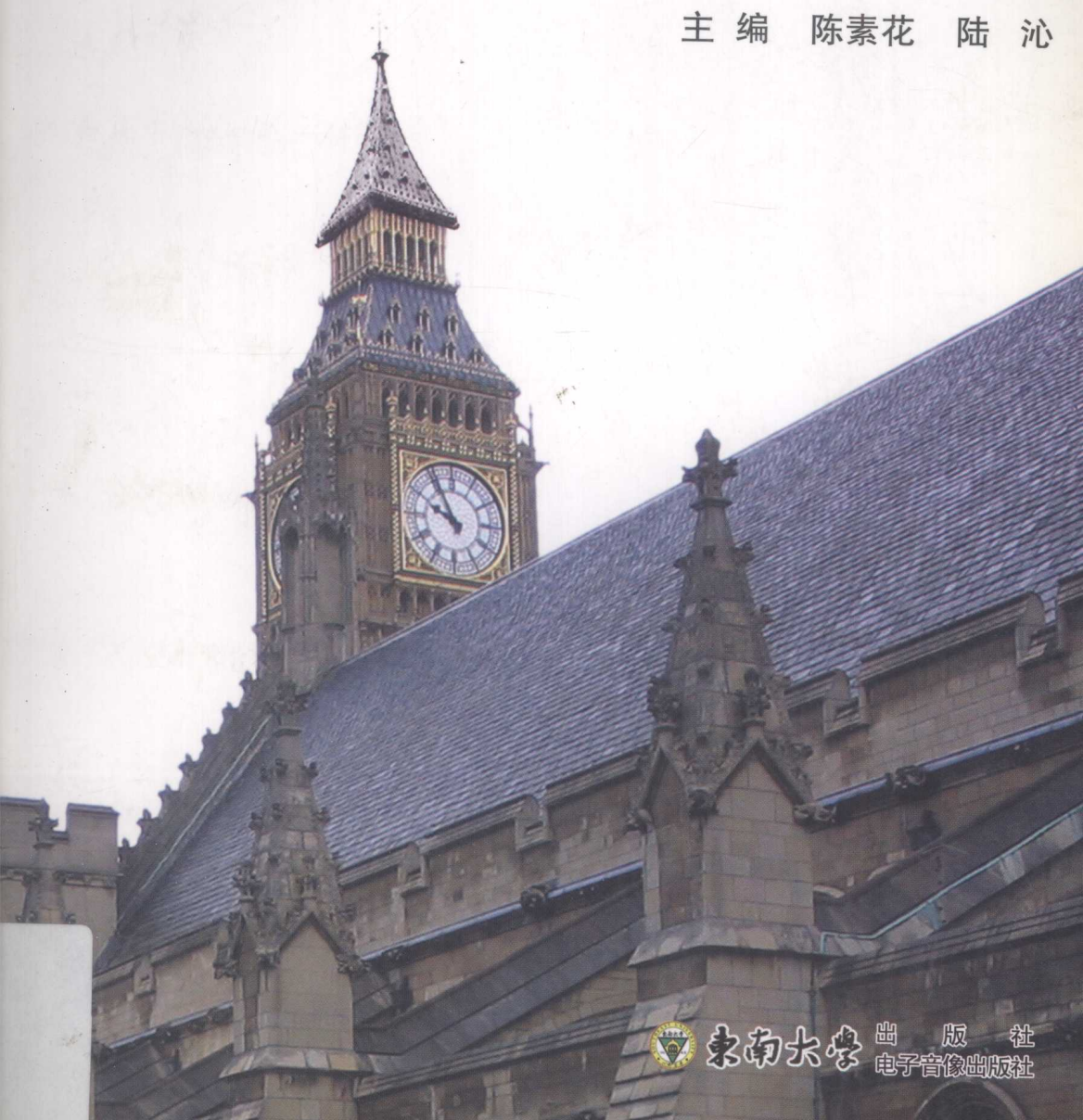


English for Working with
Multinationals — An Oral Experience

外企实用英语口语

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内 容 提 要

本书以主题形式组织内容,将外企工作的多个环节引入课堂,营造一种真实的外企工作环境,以单句、对话、练习等不同的方式鼓励学习者完成交际任务,提高语言与交际能力。本书精心选材,练习设计操作性强,能有效帮助学习者在真实的语境中学习地道的表达。本书适合具有一定英语基础的高等职业学校、大学学生作为口语教材使用,也可供外企工作人员、社会上英语学习者提高口语能力之用。

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前言

苏州工业园区人力资源有限公司的一份问卷调查显示,苏州国际化程度不断提高,八成公司表示在工作中“使用英语频繁”,说明英语在企业日常沟通中正扮演着越来越重要的角色。该问卷随机调查苏州各类企业 97 家,在调查公司员工对英语的“读、说、听、写”4 个选项中“哪个在公司使用时最为频繁”时,英语的“读”占 93%、“说”占 90%、“听”占 84%、“写”占 70%;“读”与“说”占英语使用的头两位。

随着越来越多的跨国公司进驻中国,英语已经成为他们的工作语言。因此,英语口语能力的强弱直接关系到他们在就业、择业和职务升迁等方面是否具有足够的竞争力。提升外企员工以及准备进入外企工作的人士实际运用英语口语进行沟通和交流的能力是我们编写《外企实用英语口语》的目的。

1. 本书的编写体例:

(1) 本书共分 12 单元,内容包括:求职、职业信息、公司介绍、参观工作场所、工具与设备、设备维护与故障排除、办公室工作、演讲、会议、电话、招待与社交等。

(2) 每课由“Let's get started! (单句表达)”、“Experience the real-world scenarios! (对话示例)”、“Practice makes perfect! (拓展练习)”、“Additional vocabulary (扩充词汇)”和“Tips to a strong oral power (教你一招)”五部分组成。此外,在每一课前面均印有一句励志引言,旨在激励学生以积极的心态面对生活、面对工作。

单句表达:筛选紧扣主题、最核心的句子约 40 个,配有中文译文。

对话示例:包含 4~5 个对话,内容典型、实用,配有重点词汇的注释和举例。

拓展练习:精心设计反映主题交际重点的任务型练习 4~5 个,形式丰富多样,生动有趣。

扩充词汇:补充与主题密切相关的词汇若干个。

教你一招:简短实用,分享看似平常但坚持就能奏效的提高口语能力的方法。

(3) 附录部分:包括课文对话译文、常见语音技巧、常用交际功能分类短句及招聘广告常用缩略语。

2. 本书的编写特点:

(1) 反映学习者的需求和兴趣,将外企工作的各个环节引入课堂教学,让学生体验真实的外企工作环境。精心选择外企工作中最常用的 12 个主题,主题典型、实用、具有代表性,涵盖外企工作的各个重要环节。

(2) 以主题形式组织内容,同一主题常用的词语和表达复现在句子、对话、练习等不同的部分,鼓励学习者在完成交际任务的过程中复用所学语言知识,在多次的循环过程中学习语言,发展语言能力,提高交际能力,为实践性交际训练打下坚实的基础,在运用语言的过程中使掌握的语言内化。

(3) 拓展练习突出了任务型、体验式的教学活动的设计。交际任务目的明确,练习易操作、易参与。语言技能的训练体现真实、实用的原则,练习设计注重基础语言训练和交互性交际任务相结合,形式灵活多样,通过两人对话、小组讨论、角色扮演和案例学习等等,在学生之间进行交流,将学与用结合起来。

(4) 精心选择语言材料,选材不但关注主题项下语言使用的频率、词语的常用性,还注意到词语的搭配,注意语言的实用性,目的是帮助学生在真实的语境中学习,学到地道的表达。

(5) 注重学习方法和平时的积累。在“教你一招”和附录“常见语音技巧”及“常用交际功能分类短句”部分均对学生的口语提高提供了方法上的实用指导。

英语是可以学好的,但又不是轻易可以学好的。让我们把“熟能生巧”作为学习的座右铭,愿流利的口语在你未来的职业发展中助你一臂之力!

本书由陈素花、陆沁担任主编。

参加编写的人员有:陈颖丽、金晓宏、李文洲、刘化松、盛玮、郑亚君、陈媛媛、沈迅宏、王丽芬、郑重、汤静、江琴、陈鲁宁、赵明盈、李花、吴希、黄红波、王向阳、谢静、谢磊、熊亦美、蒋兆凤、王迎春、朱传辉。

在教材的编写过程中,得到了美籍专家 Tom Umland 先生的帮助,东南大学出版社刘坚先生和史建农编辑对本书的出版也给予了大力的支持,在此对他们一并表示衷心的感谢。

本书是编者在数年教学积累和教学体验的基础上在口语教材开发方面的一个全新的尝试,疏漏和不妥之处恳请专家和读者批评指正。

编者

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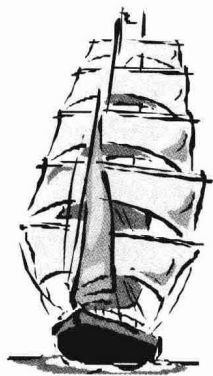
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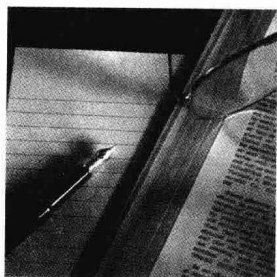
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This is no such thing as a career path,
there is only crazy paving and you have to lay
it yourself.

没有什么东西像职业生涯一样,唯有疯
狂地铺路,而且你还必须亲自铺设。





Unit 1

Job Hunting

Let's get started! (单句表达)

1. Are there any job vacancies in your firm?
贵公司有职位空缺么?
2. I'm looking for a position in your company.
我想在贵公司找一份工作。
3. What kind of work do you prefer to do?
你想找什么样的工作?
4. Is the job permanent or temporary?
这个工作是永久的还是临时的?
5. I'm looking for a full-time job.
我想找一份全职工作。
6. Is there anything that particularly appeals to you?
你有什么特别感兴趣的工作么?
7. I majored in Precision Engineering.
我主修精密工程。

8. I graduated from a technical college.
我毕业于技术学院。
9. What is your anticipated salary?
你期望的薪水是多少?
10. What is the starting salary you are offering?
你们能给多少起薪?
11. I hope to get a salary of 20,000 yuan a year.
我希望年薪能达到两万元。
12. Does the salary include benefits, such as health insurance?
工资是否包括健康保险等福利?
13. What are the working hours?
工作时间如何?
14. What are the promotion possibilities?
有晋升的机会吗?
15. How do you recruit staff?
你们如何招聘员工?
16. How did you hear about us?
你怎么知道我们(公司)的?
17. What are the qualifications for the job?
这个工作有什么条件?
18. Do you advertise in the local/national newspaper?
你在当地/国内报纸上做广告吗?
19. We need someone with excellent communication skills.
我们需要有良好沟通技巧的人。
20. We're looking for someone with strong leadership skills.
我们正在找一个有很强领导能力的人。

21. We want someone with a proven track record.
我们要有良好业绩记录的人。
22. I'd like to work in a big company like yours.
我想在你们这样的大公司工作。
23. Will you please come to our firm tomorrow?
你明天亲自来我们公司一趟,好么?
24. Is he on the short-list?
他在最后候选人名单上吗?
25. There were 30 applicants for the job but we short-listed only five of them.
有 30 人申请这个工作,我们最后初步选定 5 人。
26. When can I start to work?
我何时能上班?
27. Have you brought your resume and your certificates with you?
你的履历表和证书带了么?
28. I am looking for a more rewarding and challenging position.
我寻找一个更有回报和富有挑战的工作。
29. There are several job advertisements for administrative staff in today's newspaper.
今天报纸上有几条招聘管理人员的广告。
30. Why do you want to join this company?
你为何想加入这家公司?
31. Could you tell us something about your last job?
你能谈谈上份工作吗?
32. I'd prefer a job in a joint venture.
我想找一份合资企业的工作。
33. Do you mind working overtime?
你介意加班吗?

34. What's your job routine?
你们的日常工作是什么?
35. We offer 1,000 yuan a month during the probationary period.
实习期我们给的工资是每月 1,000 元。
36. I'd like to know if the company provides opportunities for further education.
我想知道公司是否提供进修机会。
37. Have you accepted that job offer?
你接受那份工作了吗?
38. The interview will last for about forty minutes.
面试时间约为 40 分钟。
39. What do you think you can contribute to this job?
你认为你能在这个职位上做出什么贡献?
40. How do you see yourself developing personally?
你在个人发展上有什么打算?

Experience the real-world scenarios! (对话示例)

Dialogue 1

Attend an interview (1)

- A: Good afternoon, Madam. My name is Wu Jian. I have come to your company for an interview.
- B: Fine, thank you for coming. Mr. Wu, please take a seat. I am Anne Smith, the assistant manager.
- A: Nice to meet you, Mrs. Smith.
- B: Nice to meet you, too. Your English is excellent. What's your major?
- A: I major in Mechatronics.
- B: What position are you interested in?
- A: I'd like to be a technician.

Notes

1. take a seat: 坐下, 也可以说 have a seat
2. assistant manager: 经理助理, assistant 是“助理”“助手”的意思
 e. g. assistant engineer 助理工程师
 HR assistant 人事助理
 assistant accountant 助理会计
3. major: *n.* 主修课, 专业 *v.* 主修, 当问及你的专业时, 我们可以说 “My major is...” 也可以说 “I major in...”
4. mechatronics: *n.* 是 mechanical 与 electronic 的合成词, 意思是“机电一体化”
5. position: *n.* 岗位, 职位
6. technician: *n.* 技术员
 e. g. maintenance technician 维护技术员
 QC technician 质量技术员
 test technician 测试技术员
 purchasing technician 采购技术员

Dialogue 2

Attend an interview (2)

A: Why don't you tell me about yourself, Mr. Li?

B: Certainly. My name is Li Wei. And I graduated from a technical college last year.

A: Ok, what job are you applying for?

B: Well, I want to apply for the position advertised by your company—a full-time job in sales.

A: What courses did you take in college?

B: My major was business management.

A: Do you have any sales experience?

B: Yes. After graduation, I worked as a salesman for one year.

Notes

1. graduate: *v.* 毕业, 名词是 graduation。
2. apply for: 申请
e. g. apply for a job 应聘工作
apply for a scholarship 申请奖学金
3. advertise: *v.* 登广告
e. g. advertise the position 登招聘广告

Dialogue 3

Attend an interview (3)

A: What made you decide to get into computers?

B: Oh, nothing in particular, I guess. I always liked mathematics and working with machines.

A: Now what about your experience?

B: You know, I specialized in computer technology at college and I've got some part time working experience.

A: It certainly sounds impressive. Why don't you have your credentials sent to me and I'll show them to the Board. We'll probably get back to you in a week.

B: Thank you very much.

Notes

1. get into: 进入, 这里指“进入某个行业”
e. g. He was eager to get into politics. 他急于从政。
2. specialize in: 专营、专攻
e. g. Our company specializes in body care products.
我们公司专营护理产品。
3. impressive: *adj.* 给人深刻印象的
e. g. Your office is very impressive. 你的办公室很气派。
impress: *v.* 留下印象
impression: *n.* 印象
4. credential: *n.* 资格证书、证件

5. Board: 董事会, 全称是 Board of Directors。
 e. g. board chairman 董事长
 board meeting 董事会会议
6. get back to someone: 这里指“回复”, “答复”
 e. g. I'm busy at the moment—can I get back to you later?
 我现在很忙, 过会儿再答复你, 好吗?

Dialogue 4

Attend an interview (4)

- A: Why don't you begin by telling me something about yourself?
- B: My name is Wu Jin, I'm from Xi' An. I graduated from a vocational institute, majoring in animation.
- A: Yes. I've looked at your resume and think you can meet our requirements. Are you interested in animation design?
- B: Of course, I'm very interested in this job.
- A: If you're hired, what starting salary would you expect?
- B: It would be great if I could get 1200 yuan per month plus accommodations.
- A: Ok, thank you and we'll give you the reply in a couple of days.
- B: Thank you for giving me the interview. I really hope I can work for your company.

Notes

- vocational institute: 职业学院
 e. g. vocational skills 职业技能
 vocational training 职业培训
 vocational education 职业教育
- animation; *n.* 动画
 e. g. three-dimensional animation 三维动画
- hire; *n.* 雇用, 也可用 employ。
 e. g. How many people do you hire?
 你们雇用了多少人?
- accommodation; *n.* 住处, 膳宿

e. g. \$ 950 for a week-long trip including accommodations

包食宿的 950 美元 1 周的旅行

We offer help in finding accommodation.

我们提供代客安排住处的服务。

Dialogue 5

A campus career fair

A: So, Julia. How was your day?

B: Pretty good. There was a career fair at the college.

A: Oh really? What was it like?

B: There were a lot of representatives from different companies giving information.

A: Uh huh, what kind of companies?

B: Let me see...media, information technology, electronics, logistics...lots.

A: Sounds pretty well-organized. Did you have a chance to talk to anyone?

B: Yeah, I spoke to the personnel manager of a big IT company.

A: So what did you find out?

B: She said that they hire about twenty-five new employees a year.

A: That's encouraging, isn't it? Did she ask you any questions?

B: Yeah, she asked me what I planned to do after graduation.

A: Good question! So, what did you tell her?

B: I told her I wasn't sure but I was very interested in a job overseas.

Notes

1. career fair: 招聘会

fair 是“集会”、“庙会”的意思。

招聘会还可以说 job fair 或 recruitment fair, 校园招聘会是 campus career/recruitment fair。

2. representative: *n.* 代表

e. g. sales representative 销售代表

3. logistics: *n.* 物流

4. well-organized: *adj.* 有组织的, 组织得好的

- e. g. well-organized meeting 组织得很好的会议
5. encouraging: *adj.* 令人欢欣鼓舞的(常用来形容事物)
- e. g. encouraging news 令人鼓舞的消息
- encouraging progress 可喜的进展
6. overseas: *adj.* 海外的
- e. g. overseas client 海外客户
- overseas market 海外市场

Practice makes perfect! (拓展练习)

Task 1

The right person for the right job

Work in pairs. Look at the requirements in the box and the list of jobs. Choose requirements for each job. Compare your answer with another pair.

Personality: cheerful energetic hard-working easy to work with independent
motivated efficient quick-thinking proactive

Qualifications: high school diploma vocational school diploma bachelor's degree
master's degree professional qualifications

Experience: no experience required experience in related business

Maintenance technician:

Production supervisor:

Computer programmer:

Logistics manager:

Personal assistant to general manager:

Task //

Work with a partner and complete the job advertisements below.

Receptionist

Qualifications needed: _____

Skills needed: _____

QC inspector

Qualifications needed: _____

Skills needed: _____

Web page designer

Qualifications needed: _____

Skills needed: _____