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阳程◎主编

Practical English in Your Career




新鲜入场 ★ 人在职场 ★ 商务交流 ★ 职业交际 ★ 职场圣经

职场英文 创语串烧版

| 最常见最常用的普通表达法, 让你轻松搞定 |

| 最流行最纯正的晋级表达法, 让你言辞生辉 |


| 最酣畅最完美的升级表达法, 让你与众不同 |

 中国纺织出版社



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前言 Preface

学习一门外语,不只是反反复复地背单词,更重要的还在于口头上的表达。灵活多变的英语,在语言结构与表达方式上与中文有着极大的差异。同样一句话,就有着不同的表达方式,这是英语语言丰富多样性的体现,也是其最有魅力、最值得我们去关注的地方。

这本《职场英文妙语串烧版》就是从英语语言的丰富性、多样性、灵活性角度出发,打造职场实用英语口语。全书设有“新鲜入场篇”、“人在职场篇”、“商务交流篇”、“职业交际篇”和“职场圣经篇”。在内容编排上按句子难易程度分为“初级串烧句”、“中级串烧句”及“高级串烧句”,围绕“串烧主题词”阐述灵活多样的英语表达法。具体如下:

串烧主题词:点燃话题篝火,亮出主题姿态。

初级串烧句:与“串烧主题词”相关的最常见最常用的普通表达法,让你一开口就轻松搞定。

中级串烧句:与“串烧主题词”相关的最流行最纯正的晋级表达法,让你一开口就言辞生辉。

高级串烧句:与“串烧主题词”相关的最酣畅最完美的升级表达法,让



你一开口即与众不同。

此外,随时随地备有串烧点点通,将生词与短语、相关知识一网打尽,真正做到实用、有效与提高,让你的英语口语表达一步步趋于完美。

如果你想让你的职场英语口语鲜活起来,不想再让自己为哑口无言或者结结巴巴的口语而烦恼的话,那就拿起这本书开始练习吧!

编者

2010年5月

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新鲜入场篇



Reporting for Work

Applying for Jobs

求



串烧主题词

英才

初级串烧句

Mature, **dynamic** and honest.

思想成熟、精明能干、为人诚实。

(串烧点点通: dynamic 有活力的, 有生气的 如: a dynamic young businessman 生气勃勃的年轻商人)

Bright, **aggressive** applicants.

反应快、有进取心的应聘者。

(串烧点点通: aggressive 有进取精神的, 有干劲儿的)

Energetic, fashion-minded person.

精力旺盛、思想新潮。

Holding a pleasant mature attitude.

开朗成熟。

Strong determination to succeed.

有获得成功的坚定决心。

Strong leadership skills.



有极强的领导艺术。

Willing to **assume** responsibilities.

勇于肩挑重担。

(串烧点点通: assume 承担; 就任; 取得)

Ability to work well with others.

能够同他人一道很好地工作。

Be highly organized and efficient.

工作很有条理, 办事效率高。

Willing to learn and progress.

有学习进取心。

With good analytical capability.

有较强的分析能力。

Good presentation skills.

有良好的表达能力。

Be elegant and with nice personality.

举止优雅、性格良好。

Initiative, independent and good communication skills.

积极主动、独立工作能力强, 并掌握良好的交际技能。

Mature, **self-motivated** and strong interpersonal skills.

思想成熟、善于自我激励, 并懂得丰富的处理人际关系的技巧。

(串烧点点通: self-motivated 自我激励的)

► 中级串烧句

Ability to work independently, mature and **resourceful**.

能够独立工作、思想成熟、应变能力强。

(串烧点点通:resourceful 富于机智的,有策略的,应变能力强的)

A person with ability plus **flexibility** should apply.

需要有能力及适应力强的人。

(串烧点点通:flexibility 适应性;灵活性;弹性)

Possessing a stable personality and high sense of responsibility.

个性稳重、具高度责任感。

Willing to work **under pressure** with leadership quality.

能够承压工作,并具领导素质。

(串烧点点通:under pressure 承压,处于压力之下)

Being active, creative and innovative is a plus.

思想活跃、有原创和革新精神尤佳。

The ability to initiate and operate independently.

有独立的创业和经营能力。

Strong leadership skill while possessing a great team spirit.

有很高的领导艺术和很强的团队合作精神。

Ability to **deal with** personnel at all levels effectively.

善于同各种人员打交道。

(串烧点点通:deal with 对付,应付,与……打交道)

Young, bright, energetic with strong career-ambition.

年轻、聪明、精力充沛,并有很强的事业心。

With good managerial skills and organizational capabilities.

有良好的管理艺术和组织能力。

Possessing good and extensive social connections.



拥有良好而广泛的社会关系。

Good personnel management and communication skills.

有良好的人员管理和交际能力。

高级串烧句

Working well with a multi-cultural and diverse **work force**.

能够在不同文化背景下,与各种各样的工作人员出色地工作。

(串烧点点通:work force 工作人员;受雇用的人)

Highly-motivated and reliable person with excellent health and pleasant personality.

上进心强且为人可靠,身体健康、性格开朗。

Holding positive work attitude and willing or able to work diligently without supervision.

拥有积极的工作态度,愿意和能够在没有监督的情况下勤奋地工作。

The main qualities required are preparedness to work hard, ability to learn, ambition and good health.

主要必备素质是吃苦耐劳、善于学习、事业心强和身体棒。



串烧主题词:

咨询

初级串烧句

Is it still **vacant**?

这个职位空缺还有吗?

(串烧点点通:vacant 〈职位〉空缺的)

Do you still have positions available?

贵公司还有可申请的职位吗?

Do you still have vacancies for the typist?

贵公司还有打字员的职位空缺吗?

I learned about it from your advertisement in the newspaper.

我是从报纸上你们登的广告中获知的。

I learned about it from the Internet.

我是从网上了解到的。

中级串烧句

Do you have any idea when you might **arrive at a decision**?

你清楚你们什么时候会作出决定吗?

(串烧点点通: arrive at a decision 作出决定)

Will you need an experienced desk clerk for your hotel next summer?

贵酒店明年暑期是否需要招一名有经验的前台职员?

I'm looking for a part-time job. Is it possible to find one here?

我想做兼职工作,这儿有空缺吗?

I am just calling to **follow up** on the status of the Sales Manager position.

我打电话只是想问一下销售经理这个职位当前的招聘情况。

(串烧点点通: follow up 穷追,把……探究到底,用继续行动来加强效果。

后常接介词 on,表示在某问题上)

I came **in answer to** your advertisement for a salesperson.

我是来应征贵公司所招聘的售货员一职的。

(串烧点点通: in answer to 作为对……的回答、回应)



I notice there are some job vacancies in your company.

我了解到贵公司有职位空缺。

I've come to **apply for** the position as an office secretary.

我是来应聘办公室秘书一职的。

(串烧点点通: apply for 申请; 请求)

I'm calling about a job vacancy in your company.

我打电话来是咨询一下在贵公司的工作机会。

I have seen the notice in your window, and come right in.

我看见您窗上贴的招聘广告, 所以就进来了。

I would like to know if this position is still available.

我想知道这个职位是否还空缺呢。

高级串烧句

Perhaps there is a position in your organization for a young, experienced, and conscientious secretary stenographer.

请问贵公司是否需要一名年轻、有经验、负责任的女秘书兼速记员?

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

我想来申请银行职员这一职位, 你能帮助我吗?

(串烧点点通: bank clerk 银行职员)

I saw a vacancy board outside for a teacher. Has the vacancy filled?

我在招工牌上看到你们要招一名教师, 名额满了吗?

I saw a vacancy board outside for an **accountant**. Do you still have any vacancy?

我看到门外的招工牌上写着要招一名会计, 还缺人吗?

(串烧点点通: accountant 会计)

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。

I'm enquiring about your advertisement for an editor in yesterday's *China Daily*.

我想咨询一下昨天《中国日报》广告上招聘的编辑一职。

I saw your advertisement in this morning's newspaper for the *air hostess*. I'd like a job.

我看到今天早上的报纸上贵公司招聘空乘小姐的广告,我想申请这一职位。

(串烧点点通: air hostess 空乘小姐)

Hello, I'm calling in answer to your advertisement in yesterday's *Beijing Times* for an English telephone operator.

你好,我打电话来是想应聘你们昨天在《京华时报》上登广告招聘的英语话务员一职。

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

我对你们招聘计算机程序员的广告非常感兴趣,我想多了解些相关情况。

I hear there's a vacancy for a secretary here and hope that you will employ me.

听说这儿需要一位秘书,希望我能被聘用。

In answer to your advertisement in today's newspaper for a secretary, I wish to tender my services.



阁下在今日的报纸上刊登招聘秘书的广告,本人获悉,特此应招。

Learning from Mr. Chen that you are looking for a sales manager, I would like to apply for the position.

从陈先生处得悉,贵公司正计划招聘一名销售经理,我愿应招此职。



串烧主题词: 简历

初级串烧句

My resume is enclosed.

简历随函寄上。

I have *sent* my resume *off*.

我已经把简历发出去了。

(串烧点点通: send off 寄出, 发出)

I'm just waiting for a reply.

我正等着回复。

You'll need to give me a copy of your resume first.

先给我一份你的个人简历。

Here's my resume with my certificates and diplomas.

这是我的简历,并附上我取得的资格证书和文凭。

Do you require an English resume?

你们要求提供英文简历吗?

Do I need to add my work experiences to my resume?

我要在简历中加上我的工作经历吗?