

职场英语沟通，看这本就够！

*Fluent Oral English
for Regular Expression*



阳程◎主编

工作 英语


张口就来

工作面试 日常办公 薪资待遇 上岗入职 工作之余 个人风貌

让英语学习真正地成为一件乐事，因为这里只有带给你轻松
易学的乐趣，而没有让你感到乏味枯燥的无趣。



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Preface

中国的国际化地位日益凸显,掌握一门外语成为必然之势。而世界流行语言——英语,是我们打开世界大门的一把重要的语言钥匙,以使我们更好地了解世界、了解社会、了解人类。处在信息爆炸时代中的打拼一族,只有经历一场英语暴风雨的洗礼,才能更加稳健地屹立于人潮人海中,让自己可以自由穿梭在世界信息中。《工作英语张口就来》正是为打拼一族量身编写的英语口语生存手册。

本书取材广泛,语言简练,配音地道,让英语学习真正地成为你乐于想做的一件事——因为这里只会给你带来轻松易学的乐趣,而不会让你感到乏味枯燥。

本书的主要版块设计有:

Useful Expressions 常用表达——高频常用表达,让你先声夺人;

Key Points 重点词汇——实用口语词汇,帮你轻松搞定;

Language Tips 语言贴士——点滴语言贴士,帮你丰富知识;

Authentic Words 洋腔洋调——精彩口语习语,为你飙升人气。

《工作英语张口就来》分为六个部分:“工作面试”,“个人风貌”,“入职上岗”,“日常事务”,“薪资待遇”,“上级下级”。通过本书的学习,你可自如驾驭工作快车,和世界牵手,用口语的魅力征服世界,一条康庄大道就会在你的脚下延伸。

处在打拼中的你,也许正渴望自己拥有一口流利的美式口语,也许正为自己的英语口语而犯愁,也许正苦于在浩瀚书海中无从选择一套可以让你真正爱上的口语书,也许……不! 我们不要“也许”,让“也许”见鬼去吧! “张口就来系列丛书”正是你必需的英语口语书。让你我在打拼的路上更加勇敢地去交流,与世界,与未来!

编 者

2010年8月

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Part One

Job Interview

工作面试

Fluent Oral English
for Regular Expression



Unit 1

Inquiring the Positions
询问职位



Useful Expressions 常用表达

I noticed that you advertised a job in this morning's newspaper.

我看到你们在今早的报纸上刊登的招聘广告。

I read your advertisement and know that you have a job vacancy for an English editor.

我读了你们的招聘广告,得知你们需要一名英文编辑。

Please get me through to Personnel Department.

请帮我接通人事部。

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

我打电话来是咨询一下在贵公司的工作机会。

I'm calling for the accountant position.

我想咨询一下会计职位情况。

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的招聘情况。

I'm asking about your advertisement for a shop assistant in today's newspaper.

我打电话来想应聘你们在今天的报纸上刊登的招聘商场售货员一职。

I saw the information about the vacancy on your company website.

我在贵公司的网站上看到的招聘信息。

Shall you need an experienced desk clerk for your hotel this summer?

贵酒店今年暑期是否需要一名有经验的柜台部职员?

Is the position still available?

这个职位还空缺吗?

Do you still have openings for the computer program designer?

贵公司还有计算机程序员的空缺吗?

I'm looking for a job. Are there any vacancies?

我在找工作,请问你们有空缺吗?

We need an accountant in our Finance Department.

我们的财务部还缺一个会计。

I sent my application a week ago and I wonder if you can have an interview with me.

一星期前,我发了求职信,不知你们能否对我进行面试。

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

我想来申请银行职员一职,你能帮助我吗?

I'd like to know if you need any full-time secretaries.

我想知道你们是否需要全职秘书。

Do you have any job for a part-timer?

你们需要兼职吗?

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

我在招工牌上看到要招一名教师,名额满了吗?

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,贵公司正在招聘一名业务经理,我愿应招此职。

I'll make an appointment for an interview for you.

我想为你约定一个面试的时间。

Would you like to come here for an interview?

你愿意来面谈吗?



Live Conversations 会话现场

Conversation 1

A: Hello, may I help you?

B: I'm calling about a job opening in your company.

A: Are you here for the position advertised in Beijing Times?

B: Yes, I am. I'm very interested in that advertisement about hiring a Sales Manager, and hope to know a little more about it.

A: What kind of information would you like?

B: Well, first I would like to know if this position is still available.

A: 喂,有事吗?

B: 我打电话来是想咨询一下在贵公司的工作机会。

A: 你是为《京华时报》登的广告而来的吧?

B: 是的,我对招聘销售经理一职非常感兴趣,我想多了解一点。

A: 你想了解点什么呢?

B: 首先,我想知道这个职位是否还有空缺。

A: Yes, it's still open.

B: Terrific! Then how should I apply for?

A: Oh, we need your resume, health report, three hatless photographs, a performance report and several letters of recommendation. Would you please send them to us by next Tuesday?

B: Thank you very much. Bye-bye.

A: Bye-bye.

A: 是的,这个职位还空缺着。

B: 太好了! 那么我该如何申请呢?

A: 哦,我们需要你的履历,体检报告,3张免冠照片以及一份业绩报告和几分推荐信,请在下周二之前寄给我们。

B: 非常感谢,再见。

A: 再见。



Key Words 重点词汇

job opening 职位空缺

hire 雇;雇用

available 空缺的

terrific 棒极了;好极了

apply for 申请

resume 简历

hatless photograph 免冠照片

Conversation 2

A: International Trade Company. How can I help you?

A: 国际贸易公司,有什么可以帮您的吗?



B: Hello, I am calling for the External Relations Commissioner position. I saw the information about the vacancy on your company website. Is it still available?

A: Thank you for your interest. The position is still available. Have you already sent your CV to us?

B: No. Not yet. First I want to check about the availability and see if you could give me more information.

A: It is quite urgent for us to fill this position now. And I would like to stress that English is a must because of the international contacts and most likely traveling abroad very soon. If all this is not a problem for you, I recommend you to mention this, and send to me directly.

B: The notification period of my current job is not that long and I am quite proficient in English. I am happy with traveling abroad as I am good at dealing with people from other cultures; it makes the whole job even more interesting. I will send my resume this week.

B: 你好,我想就外事专员一职咨询一下,我在贵公司的网站上看到的招聘信息,这个职位还空缺吗?

A: 感谢你的关注。这个职位仍然空缺,你给我们公司发简历了吗?

B: 还没有,我想先确认下是否已经招满,你还能再给我提供一些信息吗?

A: 现在我们很需要有人来做这项工作。我想强调的是英语很重要。因为我们需要处理国际业务,并且很快要去国外出差。如果语言不是问题,我建议你在求职信中提到这一点,并且直接发给我。

B: 我可以很快辞去现在的工作,我的英语很熟练。我喜欢去国外出差,因为我擅长与不同文化背景的人沟通,这样的工作更有趣。这周我会把简历发给你。

Key Words 重点词汇

commissioner 外事专员

CV = curriculum vitae 简历(书), 个人简历

stress 强调; 着重

notification 申报书; 通知书

proficient 精通的; 熟练的

Conversation 3

A: Good morning, I'm phoning to enquire about your advertisement for an English editor. I saw the information about the vacancy on your company website.

B: yea, we need an English editor, the position is still available.

A: What do you see as the priorities for someone in this position?

B: English is a must for this position, and also working experiences.

A: I feel I am competent to meet all the requirements. Can you grant me an interview?

A: 早上好,我打电话是想询问一下有关你们登广告招聘一位英语编辑的事。我在贵公司的网站上看到的招聘信息。

B: 是的,我们需要一位英文编辑,这个位置还空缺。

A: 您在招聘这个职位时优先考虑哪些条件?

B: 英语是必需的要求,还要有工作经验。

A: 我自信符合贵公司的要求。可以给我面试的机会吗?



B: OK. Could you come... er... about three o'clock in the afternoon next Thursday?

A: Well, actually four o'clock in the afternoon would be more convenient for me.

B: All right, four o'clock next Thursday then. The address is Green Glass Building, Government Road, and the name of the firm is Globe Office Limited.

A: Thank you very much. I look forward to meeting you at four o'clock next Thursday. Good-bye.

B: Good-bye.

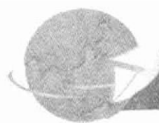
B: 好的。您能不能……下周四下午3点钟左右来?

A: 实际上下午四点钟对我来说更方便些。

B: 那也行,那就定在下周四4点钟了。地点是政府路绿璃大厦,公司名称是环球办公用品有限公司。

A: 太感谢您了,我期待下星期四下午4点跟您会面,再见。

B: 再见。



Key Words 重点词汇

enquire 询问;查询

vacancy 空缺;空职

priority 优先;重点;优先权

competent 有能力的;能干的

requirement 要求;必要条件;规定

convenient 合宜的;方便的;便利的



Language Tips 语言贴士

Tip 1: I'm calling about a job opening in your company.

I'm calling about... 我打电话是咨询(关于)……

如: I'm calling about the order.

我打电话来是咨询订单的事情。

类似的句型

I'm calling to 我打电话是想……

如: I'm calling to cancel the meeting for tomorrow.

我打电话是想取消明天的会议。

Tip 2: I'm very interested in that advertisement about hiring a Sales Manager...

be interested in sth. 对……感兴趣

I'm interested in music.

我对音乐感兴趣。

be interested in doing sth. 是 be interested in sth. 的动名词用法, 表示爱好, 对……感兴趣, 是一种长久以来的爱好。

be interested at sb. 中意于某人

The handsome boy is very interested at a girl.

那个帅气的男孩相中了一个女孩。

Tip 3: I am quite proficient in English.

be proficient in 精通; 熟练; 一般后面加(at; in)

She is proficient in/at figure skating.