

跟老外学英语系列 Learn/ English/ Follow Me

# 跟老外学

# 职场英语



## Office English Follow Me



主编：盛丹丹  
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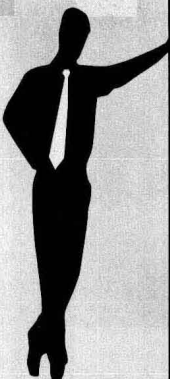
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Follow Me

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## 跟老外学职场英语

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# 前 言

还在为你的哑巴英语“半遮面”吗？

还觉得你必须越洋到彼岸去“身临其境”吗？

还觉得英语口语“深不可测”吗？

还糊涂于老外那些“不在我课本里”的时髦俚语吗？

现在——铛铛铛——

来自美国和英国的超级专家团队来中国出书了！史上最多母语专家的团队；史上最丰富阅历的团队（他们在各自国家的职业有律师、有自由撰稿人、有主持人、有人力资源主管、有教师、有经理人，还有导游等诸多职业）；史上最活力四射的年轻团队（让 80 后的深度感染你，让 90 后的朝气氤氲你）！

我们是一套最简单的口语书，不说那些繁琐的语法，不用那些华美的长句子，我们只教给你能和老外交流、可以开口就来的好用句子！

我们是一套最实用的口语书，不说那些用不到的废话，不设置那些不用开口的场景，我们只能做到让你有的说、听得懂、用得上！

我们是一套最街边的口语书，时髦、靓丽、年轻的外籍老师把那些最好玩最 IN 最潮最酷的俚语告诉你！

我们是一套最贴心的口语书，中英文对照排版，方便阅读的同时，更可以对照着自测翻译水平，要每天做到进步一点点！单元的内容按照难易梯度安排，这样会让你更有成就感！

我们是一套最神秘的口语书，史无前例地安排了美国美女作家 Rachel 对每本书的每个单元讲解了她的一点儿心得。书中没有用文字展示她的教诲，你要认真去听 MP3，看她眼中的美国和中国吆！

我们是一套最全面的口语书，全套书共分为六册，《跟老外学社交英语》、《跟老外学职场英语》、《跟老外学商务英语》、《跟老外学生活英语》、《跟老外学旅游英语》、

《跟老外学面试英语》。每一册由 Eileen 老师根据应用频率选择了 100 多个主题。现在,还有你找不到的应急用语吗?

最后,感谢我们这个团队成员们一年多来为盛老师的辛苦笔耕,感谢出版人 Patrick Wilson(美)和 Rebecca Parr(英)在稿件将要付梓之际对书稿的细致审订,感谢为这套书辛苦耕耘的编辑们!希望我们的付出能为迫切需要学习英语的你点亮明灯。

希望这是你最后一本口语书,最成功的一次选择!

芝麻门外语编辑部

2011 年中秋

于北京



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# Chapter 1

## 求职应聘 Job-hunting

## Unit 1 Preparedness



- Don't put all your eggs in one basket.
- Don't look a gift horse in the mouth.

## Step Up to the Plate

1. I noticed your advertisement in last week's paper.
2. What's the necessary qualification of the secretary?
3. I'd like to know more about the position of sales manager.
4. I want to be an accountant in a foreign company.

## Give It a Whirl Could you arrange me for an interview?

- A: Hello, this is Tony. May I help you?
- B: Yes, I'd like to apply for the position of Sales Manager. May I speak to the Human Resource Manager?
- A: Speaking. Where have you learned our recruiting ad?
- B: I'm responding to your ad in today's Shopping Guide. I have a bachelor's degree in Business Administration, and I have worked in this field for three years. And I believe the position of Sales Manager is right up my alley.
- A: Very good. You're the very person we're looking for. By the way, which university did you graduate from?
- B: Huazhong University of Science and Technology. Could you arrange me for an interview?
- A: How about three thirty tomorrow afternoon?
- B: That's OK for me.
- A: Perfect. Please bring with you all your certificates, including your university diploma, degree certificate, qualification certificates, your ID card and two recommendations as well.
- B: All right. Thank you and see you tomorrow afternoon.

## Show One's Capabilities Inquire about the exam information

- A: Hello, may I help you?
- B: Yes, I'm one of the applicants for the sales manager. I'd like to know more about the test.
- A: Please come to our company at 8:30 tomorrow morning and the test will be held in the conference room on the eighteenth floor.
- B: Well, what's the testing range? Could you tell me that?
- A: Don't worry about the range, that is to say, everything is possibly tested, of course, mainly about sales planning and management, psychological quality and writing ability.
- B: Oh, I see. Could you tell me how long the test may last?
- A: The applicants will be given three hours to finish the whole test, but there's a break between the two sections.
- B: Thank you so much.
- A: You are welcome. See you tomorrow.



## Eileen 老师说

**right up one's alley** 很适合某人的兴趣和才能

**alley** 就是很窄的小巷, 一般都在大马路的后面。要是你听到谁说: **right up one's alley**。它的意思就是: 很适合他的兴趣或才能。

One course I know I'll take is advanced computer programming. Funny—a year ago I was afraid of computers. But once I tried, I found that working with a computer is right up my alley. 我知道有一门课我一定要上的, 那就是高级电脑编程。有趣的是, 一年前, 我很害怕电脑, 但是, 我试了一下以后, 我发现和电脑打交道对我来说实在是非常合适的。

# 第 1 单元

## 面试准备



- 不要孤注一掷。
- 对礼物不要挑剔。

### 摩拳擦掌

1. 我看到上周你们登在报纸上的广告了。
2. 秘书职位的必要条件是什么?
3. 我想更多地了解销售经理这个职位。
4. 我想去外企做会计。

### 小试牛刀 你能为我安排一次面试吗?

A: 你好,我是托尼。可以帮你忙吗?

B: 是的,我要申请销售经理这个职位。我可以跟人力资源经理说话吗?

A: 我就是。你是从哪里了解到我们的招聘广告的?

B: 我是看到今天的《精品购物指南》上你们的广告给你们打电话的。我有工商管理的学士学位,并且在这个领域工作了三年,我认为销售经理这个职位很适合我。

A: 很好,你就是我们要找的人。顺便问一下,你是哪所大学毕业的?

B: 华中理工大学。你能为我安排一次面试吗?

A: 明天下午 3 点半怎么样?

B: 我可以。

A: 好极了。请携带你所有的证书,包括大学文凭、学位证书、资格证书、身份证,以及两封推荐信。

B: 好的。谢谢你,明天下午见。

### 大展身手 咨询考试信息

A: 你好,可以帮你吗?

B: 我是销售经理的申请人之一,我想多知道些考试的事情。

A: 请你明天上午 8:30 到我们公司来,考试将在 18 楼的会议室举行。

B: 考试的范围是什么?你能告诉我吗?

A: 别担心考试范围,就是说,什么都可能考到,当然主要是销售规划和管理、心理素质和写作能力。

B: 哦,我明白了。你能告诉我考试时间是多久吗?

A: 整个考试将在三个小时之内完成,但两部分之间有段休息时间。

B: 非常感谢。

A: 不客气,明天见。

### Shirley老师说

同样还可以表示“适合”的习语和俚语还有:

be fit for 适合。

I ought to be fit for work at the end of the month. 到月底时,我应该可以工作了。



## Unit 2 Personal Information



- Don't put the cart before the horse.
- Every cloud has a silver lining.

### Step Up to the Plate

1. I know you are not a resident of Beijing. Where is your domicile place then?
2. I need some information about you.
3. Are you married or single?
4. My domicile place is Anhui.

### Give It a Whirl Self-introduction

- A: Tell me a little bit about yourself.
- B: My name is Steven and I live in Shanghai, I was born in 1980. My major was Electrical Engineering.
- A: What kind of personality do you think you have?
- B: Well, I approach things very enthusiastically, and I don't like to leave things half-done.
- A: What would you say are your weaknesses and strengths?
- B: Well, I'm afraid I'm a poor speaker, however I'm fully aware of this, so I've been studying how to speak in public. But I suppose my strengths are I'm persistent and a fast-learner.
- A: Do you have any licenses or certificates?
- B: I have a driver's license, and I am a CPA (Certified Public Accountant).
- A: How do you relate to others?
- B: I'm very co-operative and have good teamwork spirit.

### Show One's Capabilities Would you please say something about yourself?

- A: May I come in?
- B: Yes, please.
- A: How do you do, sir? I'm Jessica. I've come for an interview as requested.
- B: How do you do, Jessica? I'm Danny Wang, the office administrator. Please take a seat.
- A: Thank you, Mr. Wang.
- B: Now let's get down to talk. First of all, would you please say something about yourself?
- A: It's my pleasure to do so. I come from a one-horse town in the west. I am twenty-one years old. In 1992, I passed the National College Entrance Examinations and was admitted into Guangzhou Institute of Foreign Languages as an English Major. I specialize in English Secretarial Studies.
- B: What courses have you taken in English Secretarial Studies?
- A: I've taken such courses as Secretarial Principles, Office Administration, Business English, Public Relations, Etiquette Study, Psychology, Computer Programming, Typing, Stenography and File-keeping.
- B: The secretary should be able to undertake normal secretarial duties and to process data through the computer. Reliability is more important than a high educational background. Can you exchange information of all kinds via electronic mail?
- A: Yes, I can. I'm familiar with the protocol and procedures. I can also develop programs to solve your company's problem if necessary software packages are not available.



### Eileen 老师说

**a one-horse town** 规模很小的乡镇  
one-horse town 的字面意思是只有一匹马的村镇,想必是个既小又落后的地方,以至整个村子仅有一匹马。当然现代城镇的规模大小也许不会再以马匹的多少来衡量。一个镇小得也许街上只需要一盏红绿灯,但是人们还是习惯用 one-horse town 来说这样一个落后的小乡镇。

其他与 horse 有关的习语和俚语还有: Horse-and-buggy days 意思是以往的岁月。be on one's high horse 的意思是趾高气扬、藐视他人。

## 第 2 单元 个人信息



- 不要本末倒置。
- 黑暗中总有一线光明。

### 摩拳擦掌

1. 我知道你不是北京人,那么你的原籍是哪里?
2. 我需要了解一下你的情况。
3. 你是单身还是已婚?
4. 我的原籍是安徽。

### 小试牛刀 自我介绍

- A:请介绍一下你自己。
- B:我叫史蒂文,住在上海,出生于1980年,我的专业是电子工程。
- A:你认为你有怎样的性格?
- B:我做事非常有热情,而且我不喜欢半途而废。
- A:你的弱点和优势是什么?
- B:嗯,我不太擅长说话,我已经意识到这点,因此我正在锻炼如何在公众场所说话。另一方面我想我的优点是执著,而且学东西很快。
- A:你有执照或资格证书吗?
- B:我有驾驶执照,而且我还是注册会计师。
- A:你和别人相处得如何?
- B:我善于与人合作并且富有团队精神。

### 大展身手 谈谈有关你自己的情况好吗?

- A:我可以进来吗?
- B:可以,请进。
- A:你好,先生。我是杰西卡,我是应邀来面试的。
- B:你好,杰西卡。我是办公室主管丹尼·王。请坐。
- A:谢谢,王先生。
- B:让我们开始吧。你先谈谈有关你自己的情况好吗?
- A:当然可以。我来自西部的一个很小的城镇,今年21岁。1992年,我通过了高考,被录取到广州外国语学院主修英语。我专攻英语文秘。
- B:英语文秘都学哪些课程?
- A:我学习了秘书原理、办公管理、商务英语、公共关系学、礼仪学、心理学、计算机编程、打字、速记和档案管理。
- B:我们要的秘书必须会做一般秘书工作,会用电脑处理资料。可靠性比教育背景更重要。你能用电子邮件交换各种资讯吗?
- A:能,我对编写规程及程序都很熟。如果必要的软件不适用的话,我也能编程解决贵公司的问题。

### Shirley老师说

面试主要是通过面试官的提问和应聘者的回答来进行的,因此面试中应聘者的谈吐极为重要,在做自我介绍的时候,要简洁、层次清楚、重点突出、有自信,避免长篇大论、言过其实。回答问题,发表意见注意分寸,留有余地。交谈时要口齿清楚、音量适当——以交谈双方能听清楚为准、节奏要平稳、用词有条理,避免重复,对拿捏不准的问题,要坦率承认,切不可信口开河。

此外,应聘者提出的问题必须与应聘工作有直接关系,如福利待遇、培训、到任日期等,而且必须注意提问的时机——必须在面试官有明确示意之后。

## Unit 3 Education Background



- A little knowledge is a dangerous thing.
- A watched pot never boils.

### Step Up to the Plate

1. Tell me about the main courses of your major in university.
2. How about your academic records at college?
3. My major is Business Administration.
4. I take more than 40 courses in university, including International Trade, Marketing Principles, Sales Management, etc.

### Give It a Whirl What was your major at university?

- A: What university did you graduate from? And when?  
B: I graduated from University of International Business and Economics in June, 1995.
- A: What was your major at university?  
B: My major was Economics and Trade.
- A: Please tell me about the courses you completed at university.  
B: I completed English, Economics, Accounting, International Business and other business courses.
- A: What degree have you received?  
B: I received a Bachelor's degree.
- A: What was your graduation thesis on?  
B: I did my thesis on "China's Business Relationship with America".

### Show One's Capabilities How have you been getting on with your studies?

- A: Which school are you attending?  
B: I am attending Hubei University of Technology.
- A: When will you graduate from that university?  
B: This coming July.
- A: What degree will you receive?  
B: I will receive a Bachelor's degree.
- A: What is your major?  
B: My major is Business Administration.
- A: How have you been getting on with your studies so far?  
B: I get all A's in my courses. I am confident that I will get my Bachelor of Business Administration this coming July.
- A: Well, you're real a stand-out. And how do you think the education you've received will contribute to your work in this institution?  
B: I have already learned a lot in the classroom and I hope to be able to make practical use of it in your company. My specialization at the university is just in line with your deals with. I am sure I can apply what I have learned to the work.

### Eileen 老师说

**stand-out** 优秀, 出众

stand-out 这个习语在这里当名词用。在 stand 和 out 之间有一个连词符号。它和形容词 outstanding 意义差不多, outstanding 的解释为杰出的, 那么 stand-out 就必然是鹤立鸡群的人或者物了。

此外, 其他与 stand 有关的习语和俚语还有: a stand-up guy, 意思是顶天立地的汉子。stand sb. up 是存心失某人的约。

# 第 3 单元 教育背景



- 一知半解最害人。
- 心急水难开。

## 摩拳擦掌

1. 你在大学期间都主修了什么科目?
2. 你在大学的成绩如何?
3. 我的专业是工商管理。
4. 我在大学期间学期了 40 多门课程,包括国际贸易、市场原理、销售管理等。

## 小试牛刀 你在大学里主修的专业是什么?

- A: 你何时从哪所大学毕业的?  
B: 我于 1995 年 6 月毕业于对外经贸大学。  
A: 你在大学里主修的专业是什么?  
B: 我主修的是经济与贸易。  
A: 请告诉我你在大学里所完成的课程。  
B: 我修过英语、经济学、会计学、国际贸易以及其他商业课程。  
A: 你获得了什么学位?  
B: 我获得了学士学位。  
A: 你做的毕业论文是关于什么的?  
B: 我做的论文是关于“中美贸易关系”的。

## 大展身手 你在校的学习情况如何?

- A: 你在哪所学校上学?  
B: 我在湖北工业大学上学。  
A: 你什么时候毕业?  
B: 今年七月。  
A: 你能拿到什么学位?  
B: 学士学位。  
A: 你是什么专业的?  
B: 我的专业是商业管理。  
A: 到目前为止,你在校的学习情况如何?  
B: 我的学习成绩全优,并且我相信我能顺利地在七月取得工商管理的学士学位。  
A: 这么说来你的确很优秀。那么你认为你接受的教育将如何有助于本机构的工作?  
B: 我在课堂上学到了很多。我希望能把它实际运用到贵公司的商务活动中去。我在大学所学的专业和你们研究所所涉及的范围刚好对口。我相信我能够把我所学到的东西运用到你们的工作之中。

## Shirley老师说

同样可以表示“优秀,出众”的习语和俚语还有:

*a feather in one's cap* 很高的荣誉。

几百年以前,英国的贵族以及其他身价很高的人喜欢在帽子上插上羽毛,以显示自己的重要性。*a feather in one's cap* 作为习惯用语,它的意思就是某人取得的成就,值得嘉奖的象征。当然,现在已经很少有人再在帽子上插上羽毛了。实际上,戴帽子的人也已经很少了。可是,这个说法依然是经常用的。

I like my work as a teacher and I enjoy working with the kids. True, I worked very hard for the past year, but I certainly didn't expect to be elected best teacher of the year. It's really a feather in my cap! 我很喜欢教师的工作,我也很喜欢和孩子们在一起。是的,我去年工作很努力,不过,我并没有期望被选为今年的最佳老师。这对我来说实在是很大的荣誉。





## Unit 4

## Career Skills



- Haste makes waste.
- He, who laughs last, laughs longest.

## Step Up to the Plate

1. Have you gotten any special training in this field?
2. I have received a Certified Public Accountant.
3. I have hands-on experience in system development including system analysis and design.
4. I have received an Engineer's Qualification Certificate.

## Give It a Whirl

## What special skills do you have?

A: Have you obtained any certificate of technical qualifications or license?

B: Yes, I have received an Engineer's Qualification Certificate and a driver's license.

A: How many years have you had the driver's license?

B: I have two years' driving experience.

A: That's good. What special skills do you have, can you tell me?

B: I have experience in computer operation, proficiency in Microsoft Windows, Microsoft Word and Microsoft Excel.

A: What computer languages have you learned?

B: Visual C++, C and Delphi.

A: Have you gotten any special training in programming?

B: No, but I have database programming experience and network knowledge.

## Show One's Capabilities

## What do you exactly do at that company?

A: Have you done office work before?

B: I worked as a junior clerk with a bank for 2 years. That was my first job. Then I joined the ABC Company. That's where I work now as a secretary.

A: What do you exactly do at that company?

B: Typing letters, answering phone calls, arranging conferences and things like that.

A: Have you had any experience with computers?

B: Yes, I can process data through the computer.

A: That's fine. What about operating duplicator?

B: I can handle them without any trouble.

A: Sometimes we have to work long hours if something important comes up, and we often work overtime. Would you be able to do that?

B: I think so.

A: We'll inform you in writing within 2 weeks if you are accepted. That's all for today. Thank you for coming, and have a nice day.

B: Thank you. Goodbye.

## Eileen 老师说

have a nice day 祝你今天愉快

我们很多人对 **have a nice day** 这个习语并不陌生，但是它究竟源自哪里呢？这句话是三十年前那些开大卡车的司机通过无线电互相进行对话时说的。可是，现在，**have a nice day** 已经成为每个人说的话，不管在那里，商店、办公室、马路上，人们在向对方很友好地告别的时候就会说：**have a nice day**。这句话往往是人们在分手的时候说的，因此它也是再见的意义。