

学語者

知识改变命运, 语言畅通世界!

ENGLISH

可点读



【韩】李智允 著

全英文面试 攻略大全

求职英语口语、商务礼仪与会话

- 最新的英文面试资讯 最有效的面试攻略 最实用的面试句型
- 英语面试听说读写全突破, 入职、升职、加薪信手拈来

适用于正在求职或想加薪、升职急于突破英语口语面试的学习者



上海社会科学院出版社
SHANGHAI ACADEMY OF SOCIAL SCIENCES PRESS

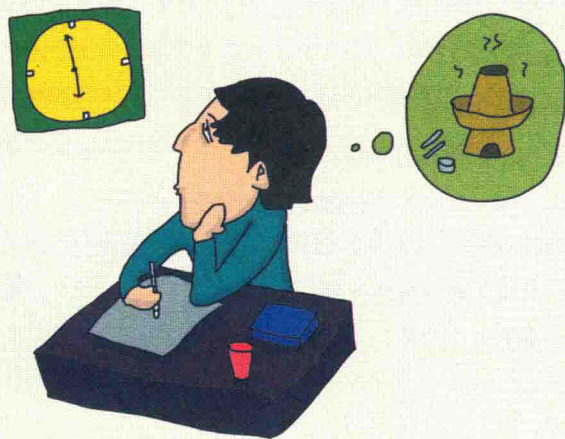
扫一扫, 马上开启
英语学习之旅!



全英文面试 攻略大全

求职英语口语、商务礼仪与会话

主编 李智允 (韩)



上海社会科学院出版社
SHANGHAI ACADEMY OF SOCIAL SCIENCES PRESS

영어인터뷰핵심패턴 233

ISBN 978-7-5520-1544-7

Copyright © 2010 by Gilbut Publishing Co., Ltd

초판 1쇄 발행 2010년 5월 17일 / 초판 2쇄 발행 2010년 10월 30일

上海市版权局著作权合同登记号: 图字 09-2016-601

Key Patterns of English Interview 233

Copyright © 2010 by Gilbut Publishing Co., Ltd

Originally published by Gilbut Publishing Co., Ltd

Simplified Chinese translation copyright © 2016 by Beijing Jing Zhen Wen Culture Co., Ltd

Simplified Chinese translation rights arranged with Gilbut Publishing Co., Ltd through PK Agency, Seoul, Korea.

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise without a prior written permission of the Proprietor or Copyright holder

图书在版编目(CIP)数据

全英文面试攻略大全——求职英语口语、商务礼仪与会话 / 李智允(韩)主编. — 上海:上海社会科学院出版社, 2017

ISBN 978-7-5520-1544-7

I. ①全… II. ①李… III. ①英语—词汇—成人—教学参考资料
IV. ①G624.316

中国版本图书馆CIP数据核字(2016)第000000号

全英文面试攻略大全——求职英语口语、商务礼仪与会话

主 编: 李智允(韩)

责任编辑: 庄晓明

封面设计: 小鸟工作室

出版发行: 上海社会科学院出版社

上海顺昌路622号 邮编200025

电话总机021-63315900 销售热线021-53063735

<http://www.sassp.org.cn> E-mail:sassp@sass.org.cn

印 刷: 小森印刷(北京)有限责任公司

开 本: 787×1092 毫米 1/16 开

印 张: 19.25

字 数: 300千字

版 次: 2017年5月第1版 2017年5月第1次印刷

ISBN 978-7-5520-1544-7/G·624

定价: 49.80元

版权所有 侵权必究



当今世界经济发展迅猛，经济的发展带来的是对人才要求的高标准，随之而来的便是求职者的“压力”和“恐惧”。但是就业一直以来都是社会讨论的热点。就业难不是“相比较”而论的，就业本身的可能性就极低。眼光过高，找不到出路，或者走错路这些也许都是造成就业难的原因。在全球一体化的时代，从现实的角度考虑就业，一定要过“英语面试”这一关。为了给各位在求职的道路上提供帮助，于是便有了这本实战英语面试书：《全英文面试攻略大全——求职英语口语、商务礼仪与会话》，希望能减少大家在职场的困惑和迷茫。

当前的工作中很强调英语的重要性，多数大企业在新职员的选拔过程中要求托福口语分数或雅思成绩，还会实行类似于口语考试的英语面试。如果没有充足的准备，英语面试常常给求职者带来巨大负担。然而，如果单纯为了备战英语面试，在就业前花费几个月的时间来学习英语，很有可能时间过长，收效甚微。因为就业季的日程本身就很繁忙，经常需要四处面试，如果完全靠自身的努力整理出适合自己的面试答案，会感觉心有余而力不足。

《全英文面试攻略大全——求职英语口语、商务礼仪与会话》一书为求职者提供了英文面试的攻略。全书按照面试提问的主题分类，共提供了 233 个英语面试问答句型，好好利用本书，你会找到属于自己的面试问答。按照不同类型的面试表达及相关小提示也包括在内。此外，本书不仅介绍英语面试需要的表达技巧，还有面试上的礼节，以及战略性的应答技巧。同时，本书介绍的句型不仅仅适用于面试，在日常会话和商务会话中使用率也很高。它让你在准备英语面试的过程中也学到就业后所需的商务英语，可谓一举两得。

Malcolm Gladwell 在自己所作的《Outliers》一书中介绍了“1 万小时的法则”，意思是无论在什么领域，想要成为专家的人是投入 1 万小时以上进行练习的人。如果想成为英语面试的“达人”，也许需要投入几百或几千小时。但是对于英语面试准备不知从何下手、茫然不知的求职者，《全英文面试攻略大全——求职英语口语、商务礼仪与会话》一定可以成为你的好帮手。

最后，衷心地祝愿各位求职者都能如愿成功应聘到自己理想的职位！在以后的工作岗位中能大展宏图，成就辉煌！

编者

本书MP3录音文件索取方式：

1. 扫码赠送本书MP3文件，扫码直接听；
2. 发送邮件至65312927@qq.com可索取本书MP3文件，来信主题：索取《全英文面试攻略大全——求职英语口语、商务礼仪与会话》MP3。





如何使用本书

只要有这 233 个句型，这里就是美国教室！

用英语来学习英语是最有效的方法。本书整理了课堂上最常用的 233 个核心句型。只要拥有此书就能让你像英语为母语的老师一样在授课过程中充满自信，还能够和学生们进行对话。

独自学习的时候

第一阶段 确认相应的句型

出声朗读句型，同时查看意思和用法。

第二阶段《Step 1》嘴巴和耳朵反复练习

边听边跟读：请在不看书的前提下，边听 MP3 边跟读《Step 1》部分的内容。当出现韩文的时候，请思考相应的句子用英语该如何表达。

边看书边跟读：翻看书中的《step 1》的英语句子，再听 mp3 并大声跟读两到三遍。

第三阶段《Step 2》在实际对话中活用句型

完成对话：请出声朗读《step 2》中的对话内容。此时请试着将韩语部分活用句型用英语说出来，然后再对确认对错。

边听边跟读：边听 mp3 边跟读《step 2》的对话两到三遍。

第四阶段：从头至尾重新边听边跟读

从《Step 1》到《step 2》重新边听 mp3 边练习句型。

与他人一起学习的时候

第一阶段 确认相应句型

出声朗读各自学习的句型，同时查看意思和用法。

第二阶段《Step 1》一起练习

边听边跟读：请在不看书的前提下，边听 MP3 边跟读《Step 1》部分的内容。

边看书边跟读：翻看书中的《step 1》的英语句子，再听 mp3 并大声跟读两到三遍。

speed quiz：进行过充分的练习后，其中一人用韩语提问。然后轮流用英语说出句子。在规定时间内回答不出来的人将会受到惩罚，这样进行起来会很有意思。

第三阶段：《Step 2》在实际对话中活用句型

完成对话：请各自出声朗读《step 2》中的对话。此时请试着将韩语部分活用句型用英语说出来，然后再对确认对错。

边听边跟读：边听 mp3 边跟读《step 2》的对话两到三遍。

表演：请两个人一组表演对话。此时如果能将感情投入进去进行练习的话会更加真实。

第四阶段：从头至尾重新边听边跟读

从《Step 1》到《step 2》重新听 mp3 并在此过程中练习句型。

重新听 mp3，并同时听写学习过的内容。如此反复进行练习更有助于长久记忆。



目录

面试英语A to Z

1

PART 1 自我介绍的常用句型

Unit 1 Hello I'm pleased to meet you. 你好,很高兴见到你。

Pattern 001	Hello! 你好!	20
Pattern 002	I am pleased to be here. 来到这里我很高兴。	21
Pattern 003	I am honored to crown myself. 我很荣幸为自己加冕。	22
Pattern 004	First of all, thank you for the gift. 首先,很感谢你的礼物。	23

Unit 2 Please introduce yourself 请介绍自己

Pattern 005	My name is Batman. 我的名字是蝙蝠侠。	25
Pattern 006	I am Snow White. 我是白雪公主。	26
Pattern 007	I am a great director. 我是个伟大的领导。	27
Pattern 008	I am applying for that director's position. 我申请那个总监的职位。	28
Pattern 009	I am one of the candidates for the position of president's secretary. 我是总裁秘书这一职位的应聘者之一。	29
Pattern 010	I am from the USA. 我来自美国。	30
Pattern 011	I think being bald represents who I am. 我想秃头是我的象征。	31

Unit 3 Tell us about your education experience. 告诉我们你的教育经历。

Pattern 012	I am a senior/ junior majoring in musical. 我是音乐剧专业的大四生 / 大三生。	33
Pattern 013	I major/ majored in clowning. 我主修 / 曾主修小丑专业。	34
Pattern 014	I double-majored in musical theater and clowning. 我双修音乐剧和小丑专业。	35
Pattern 015	I am a literature major with a minor in math. 我主修文学, 辅修数学。	36
Pattern 016	I am expecting a Bachelor's degree in veterinary from/in the Animal University. 我将得到动物大学的兽医学士学位。	37
Pattern 017	I will be graduating with a Master's degree in dance. 我会以舞蹈硕士的学位毕业。	38
Pattern 018	I graduated from the Acrobatics University as a bottle juggling major/ with a degree in bottle juggling. 我毕业于杂技大学耍瓶子专业。	39

Unit 4 What's your personality like? 你的性格什么样?

Pattern 019	I am crazy. 我很疯狂。	41
Pattern 020	I have illusion. 我有幻觉。	42
Pattern 021	I like to groom myself. 我喜欢修饰自己。	43
Pattern 022	I am a person who is perfect. 我是一个完美的人。	44
Pattern 023	I consider myself (to be) more evolved than others. 我觉得我比其他人进化得更好。	45

Unit 5 What are your strengths? 你的强项是什么?

Pattern 024	I have complete knowledge in the Universe. 我通晓有关宇宙的一切知识。	47
Pattern 025	I am good at drawing. 我擅长画画。	48
Pattern 026	My key strength is lying. 撒谎是我的主要强项。	49
Pattern 027	My strong assets are my beauty. 美貌是我最重要的资产。	50
Pattern 028	My friends tell me that I am annoying. 我朋友告诉我我很烦人。	51
Pattern 029	I am interested in cooking. 我对烹饪很感兴趣。	52
Pattern 030	I am really keen on telling differences. 我对辨别不同非常在行。	53
Pattern 031	I try my best to grow taller. 我努力想长高。	54
Pattern 032	I don't mind smoking. 我不介意吸烟。	55
Pattern 033	One big foot is what distinguishes me (from other people). 我的一只大脚显示我(和其他人比)很特别。	56
Pattern 034	I keep up with the daily news. 我每天关注新的新闻。	57
Pattern 035	I get rid of stress by fishing. 我钓鱼减压。	58

Unit 6 What is your weakness? 你的弱点是什么?

Pattern 036	To tell you the truth, I am a bit shy. 实话说, 我有点害羞。	60
Pattern 037	I am afraid that I eat too much. 我恐怕我太能吃了。	61
Pattern 038	My weakness is that I am too short. 我的弱点是我太矮了。	62
Pattern 039	One of my shortcomings is that I am easily sleepy. 我的弱点之一是我很爱困。	63
Pattern 040	I try to wash my hands after using the toilet. 我尽量便后洗手。	64

Pattern 041	Thanks to the recipe, I could bake a cake. 要感谢菜谱, 我才会烤蛋糕。	65
Pattern 042	Consequently, I am expecting to master the Chinese language. 因此, 我期待完全掌握中文。	66
Pattern 043	I failed to get up early. 我早起的计划失败了。	67
Pattern 044	I had to quit smoking. 我放弃了吸烟。	68
Pattern 045	But I learned that being late means less salary. 但是我学到了迟到会扣工资。	69
Pattern 046	The worst mistake I've made is not listening to him. 我犯的最大错误就是没听他的。	70
Pattern 047	I look back and realize how much money I have spent. 我回望过去, 才意识到我花了多少钱。	71

Unit 7 What are your goals or aspirations? 你的目标和志向是什么?

Pattern 048	I would like to work in the logistics department. 我想到物流部门工作。	73
Pattern 049	In five years, I can see myself as a doctor. 五年内, 我会成为一个医生。	74
Pattern 050	In the very short term, I'd like to finish this book. 在短期内, 我想读完这本书。	75
Pattern 051	My short-term goal is to learn swimming. 我的短期目标是学会游泳。	76
Pattern 052	My long-term goal is to win the Olympics. 我的长期目标是赢得奥运会。	77
Pattern 053	To be able to swim, I am going to buy a swim ring. 为了能游泳, 我要去买个游泳圈。	78
Pattern 054	To achieve my goal, I am losing weight. 为达到目标, 我正在减肥。	79
Pattern 055	My ultimate dream is to be the richest man on earth. 我的终极目标是成为全球首富。	80
Pattern 056	Personally, I want to be a dictator. 我个人的话, 我想成为一个独裁者。	81
Pattern 057	Before I retire, I would like to build the highest tower of the world. 退休前, 我想要修建世界最高的塔。	82

Unit 8 What do you do in your spare time? 你业余时间做什么?

Pattern 058	For fun, I read. 作为消遣的话, 我喜欢读书。	84
Pattern 059	I spend my free time sleeping. 我业余时间都睡觉。	85
Pattern 060	I enjoy watching movies in my free time. 我业余时间喜欢看电影。	86
Pattern 061	I join a baseball team every weekend. 我每周末都参加棒球队。	87
Pattern 062	Since I started singing, I have had 2 concerts. 自从我开始唱歌, 我已经举办了两场音乐会。	88

Unit 9 Do you have any skills that you think are better than other applicants? 你觉得你有什么技能让你比其他竞争者优越呢?

Pattern 063	I have obtained one Ph.D. and two master's degrees. 我已经有了一个博士学位和两个硕士学位。	90
Pattern 064	I have a Spanish language certificate. 我有一份西班牙文的证书。	91
Pattern 065	I am a certified Spanish teacher. 我是持证上岗的西班牙文老师。	92
Pattern 066	I have computer skills. 我有电脑技能。	93
Pattern 067	I can count. 我能数数。	94
Pattern 068	I have the ability to touch my toes. 我有能力能摸到我的脚趾。	95
Pattern 069	I am a good listener. 我是个很好的倾听者。	96
Pattern 070	I am excellent at calculating/ with numbers. 我精于计算。	97
Pattern 071	I am an expert at/ in science. 我是科学专家。	98

Unit 10 what's your life motto? 你的人生格言是?

Pattern 072	I prioritize my work in my life. 我把工作作为我生活的重心。	100
Pattern 073	My philosophy in life is to live happily. 我的人生哲学就是快乐地生活。	101
Pattern 074	My life motto is to do what I love. 我的人生格言就是做自己喜欢的事。	102
Pattern 075	Steve Jobs is my role model. 史蒂夫·乔布斯是我的偶像。	103
Pattern 076	I respect Mao Zedong for being great. 我尊敬毛泽东, 他是个伟人。	104
Pattern 077	I am deeply interested in history. 我对历史非常感兴趣。	105

PART 2 阐述应聘动机及相

Unit 11 What do you know about our company? 你了解什么关于我们公司的吗?

Pattern 078	Your company philosophy is motivating. 贵公司的理念很有激励性。	110
Pattern 079	I respect chairman Ma's idea of business. 我尊敬马主席的商业点子。	111
Pattern 080	This company's founding philosophy means working with the team. 这个公司的创建理念是和团队一起工作。	112
Pattern 081	Your company is dedicated to protecting the environment. 你们公司致力于保护环境。	113
Pattern 082	Your recent project in building the transformers is impressive. 你们最近的变形金刚制造计划非常引人注目。	114

Pattern 083	Your online products have changed the way businesses advertise. 你们的网络产品改变了商务广告的形式。	115
Pattern 084	Your design products are unprecedented. 你们的设计产品是前所未有的。	116
Pattern 085	Your flying dog project seems to have a great future. 你们的飞天狗项目看起来很有前景。	117
Pattern 086	Your company's reputation will be established. 你们公司将会博得声誉。	118
Pattern 087	This company is planning to conquer the Chinese market. 这家公司正计划占领中国市场。	119
Pattern 088	I have no doubt that this company will become the biggest on earth. 我确信这家公司会成为世界最大的。	120
Pattern 089	I will contribute to making tea in the office. 我会为办公室贡献我沏茶的能力。	121

Unit 12 Why did you apply for this company? 你为什么申请这个公司的工作?

Pattern 090	Your company is the best business in making cookies. 贵公司是做饼干最好的公司。	123
Pattern 091	I am impressed with the fact that you make 1 billion cookies a month. 我对贵公司一个月能做 10 亿饼干非常震惊。	124
Pattern 092	You are a pioneer in TV technology. 贵公司是电视科技的先锋。	125
Pattern 093	I deeply respect the company's factory capacity. 我深深地敬佩贵公司的生产能力。	126
Pattern 094	I am in line with your company's policies. 我支持贵公司的政策。	127
Pattern 095	During my job search, I discovered that your company is full of pretty girls. 我在搜索工作时, 发现贵公司中全是漂亮女孩儿。	128
Pattern 096	It is my dream to work with Bill Gates. 我的梦想是和比尔·盖茨一起工作。	129
Pattern 097	I've always wanted to be a secretary. 我一直想成为一个秘书。	130
Pattern 098	My dream job is to work with handsome men. 我梦想中的工作是和帅哥们一起工作。	131
Pattern 099	I find it interesting that your company is small but efficient. 我觉得贵公司很小却很有效率, 很吸引人。	132
Pattern 100	I find excitement in challenges. 我从挑战中获得动力。	133
Pattern 101	A job with good pay is my ideal job. 一份待遇好的工作是我的理想工作。	134
Pattern 102	You need people like me with skills. 你们需要我这样的技术人才。	135
Pattern 103	I am cut out for this job/ to do this job. 我是为这个工作量身定制的。	136

Unit 13 What qualifications do you possess for this position?

你有什么适合这项工作的资质呢?

Pattern		
104	This position requires someone fat. 这个职位需要一个胖子。	138
Pattern		
105	I am one of the few basketball players with very short figure. 我是仅有的几个非常矮的篮球运动员之一。	139
Pattern		
106	I take great pride in my eating capacity. 我对我自己能吃很自豪。	140
Pattern		
107	I have courage, which is what you're looking for. 我很勇敢, 这正是你们寻找的。	141
Pattern		
108	I assure you that I would be able to save the World's financial crisis. 我向你保证我有能力拯救世界金融危机。	142
Pattern		
109	I am sure that my language skills will help you communicate with monkeys. 我确定我的语言能力能帮助你们和猴子沟通。	143
Pattern		
110	I think I deserve to manage the company. 我觉得我有资格领导这家公司。	144

Unit 14 What particular skills or abilities do you possess?

你有什么特定的技术或能力呢?

Pattern		
111	I managed to balance my career and my family. 我做到了平衡我的工作和家庭。	146
Pattern		
112	Because of the difficulties I had in the past, I could handle more problems. 因为以前遇到的困境, 我能解决更多的困难。	147
Pattern		
113	I am certain that I can make the best use of my computer skills. 我确信我能把我的计算机技术发挥到极致。	148
Pattern		
114	I demonstrated leadership by bragging. 我靠吹牛展现领导能力。	149
Pattern		
115	I would describe my leadership style as being strict. 我会说我的领导方式建立在严格管理上。	150
Pattern		
116	I was the head of the secretary office. 我曾是秘书部的领导。	151
Pattern		
117	As the leader, I had to take responsibility. 作为领导, 我应该承担责任。	152
Pattern		
118	I made sure there was no mistake. 我确保了不出错误。	153
Pattern		
119	I organized the Olympics. 我组织了奥运会。	154
Pattern		
120	I listened carefully to the other's criticizing. 我仔细听了别人的批评。	155
Pattern		
121	I show initiative in working with young women. 我和年轻女性一起工作会非常有主动性。	156
Pattern		
122	I used my negotiation skills to persuade our clients. 我用协商技巧说服了我们的客户。	157
Pattern		
123	I focused on making me a better person. 我专注于让自己变得更好。	158
Pattern		
124	I work closely with the IT department to improve the computer. 我和 IT 部门并肩合作改进计算机。	159

Pattern 125	I feel teamwork is vital in building a great company. 我认为团队合作对建立一个好的公司很重要。	160
Pattern 126	I demonstrated teamwork in meeting deadlines. 我靠按时完成工作展现团队合作。	161
Pattern 127	I use an assistant to manage my time. 我用助手管理我的时间。	162
Pattern 128	I prioritize my time according to deadlines. 我优先根据工作截止日期规划我的时间。	163
Pattern 129	I made it a rule not to date coworkers. 我定下规矩不跟同事约会。	164
Pattern 130	I check storage regularly. 我定期检查库存。	165
Pattern 131	I have imagination which I think is the key to making good movies. 我有想象力,我觉得这是做好电影的关键。	166
Pattern 132	I was creative in introducing the product. 我对介绍产品很有创意。	167
Pattern 133	I value honesty in working with others. 我在和别人工作时最注重诚实。	168
Pattern 134	When I serve clients, I treat them as family. 我服务客户时,把他们都当成家人。	169
Pattern 135	Customer service is important in building company's reputation. 客服对建立公司信誉很重要。	170

PART 3 阐述学生时代的经历

Unit 15 Tell us about your school days. 告诉我们你的学校生活吧!

Pattern 136	I was into music. 我执迷于音乐。	174
Pattern 137	Chopin inspired me with piano, so I decided to major in music. 肖邦激发了我的钢琴爱好,所以我决定主修音乐。	175
Pattern 138	It was a natural decision to choose/ select a popular major. 选择一个受欢迎的专业是理所当然的决定。	176
Pattern 139	I learned fighting from my major. 我从我的专业中学到了打架。	177
Pattern 140	My studies have helped me to become an adventurer. 我的学业帮助我成为了一个冒险家。	178
Pattern 141	I mastered cooking skills. 我掌握了烹饪技术。	179
Pattern 142	I participated in ballroom dancing competitions. 我参加了交谊舞比赛。	180
Pattern 143	I have various on-campus exhibition experiences. 我有很多校园内展览举办的经验。	181
Pattern 144	I joined many sports. 我参加了很多项运动。	182
Pattern 145	I was an active member of the cheerleading squad. 我在拉拉队中是个活跃的成员。	183
Pattern 146	I was appointed as the conductor of the school band. 我被任命为学校乐团的指挥。	184

Pattern 147	These activities taught me how to be patient. 这些活动教给我如何更加耐心。	185
Pattern 148	My college professor inspired me with his knowledge about the Universe. 我的大学老师用丰富的宇宙知识启发了我。	186
Pattern 149	My college days have been fun. 我的大学生活很有趣。	187

Unit 16 How was your study in China? 你在中国的学习如何?

Pattern 150	My professor suggested I join a hunting program. 我教授建议我参加一个打猎的项目。	189
Pattern 151	The lecture about physics was intellectually stimulating. 这个物理学演讲很有知识鼓舞力。	190
Pattern 152	I joined the co-op program with Superman. 我和超人一起参加了一个实习课程。	191
Pattern 153	I managed to learn superpowers from the co-op program. 我从这个合作项目中中学得了超级力量。	192
Pattern 154	I participated in an exchange program at Antarctica. 我参加了一个在南极洲的交流项目。	193
Pattern 155	I decided to study abroad to learn more languages. 我决定出国学习, 能学更多的语言。	194
Pattern 156	I took karate class at Peking University. 我在北京大学上过空手道课。	195
Pattern 157	I learned English by watching TV series. 我通过看电视剧学会了英语。	196
Pattern 158	I had to take care of that big mess myself. 我还是得靠自己去收拾那一堆混乱。	197
Pattern 159	I made many international friends from traveling. 我靠旅游结交了很多国际朋友。	198

Unit 17 Why did you take a year break from school? 你为什么从学校休学了一年?

Pattern 160	I was obviously interested in acting. 很显然, 我对表演很感兴趣。	200
Pattern 161	I was more into boxing than literature. 我对拳击比对文学更感兴趣。	201
Pattern 162	I was crazy about environment protection. 我对环境保护非常痴迷。	202
Pattern 163	I had to take one year off from school because of my mother's illness. 由于我母亲的病, 我不得不从学校休学一年。	203
Pattern 164	It was a tough time studying when the war was going on. 战争时期中, 上学很艰难。	204
Pattern 165	I came to realize making money is more important than studying. 我发现挣钱比上学更重要。	205
Pattern 166	Now I think I made a good decision to drop out of school. 现在我觉得我那时辍学是个好决定。	206
Pattern 167	In retrospect, I think I was not a good student. 回顾过去, 我觉得我不是个好学生。	207

PART 4 阐述工作经历

Unit 18 Did you have any part time jobs? 你有做过兼职吗?

Pattern 168	I was an intern at Apple, Inc. 我曾在苹果公司实习。	212
Pattern 169	I happened to intern at Disney. 我偶然得以在迪斯尼实习。	213
Pattern 170	I was chosen to work for NASA. 我曾被选去为美国宇航局工作。	214
Pattern 171	My internship experience has prepared me to work under pressure. 我的实习经验训练了我在压力下工作的能力。	215
Pattern 172	I compiled the documents as required. 我汇编了所需资料。	216
Pattern 173	I assisted in building a rocket. 我协助制造了一个火箭。	217
Pattern 174	I had a part-time job at KFC. 我在肯德基做兼职。	218
Pattern 175	I had a great experience working as a dog groomer. 做一个宠物狗美容师对我是一份很好的经历。	219
Pattern 176	My first real-world experience was selling a cell phone. 我的第一次真实的社会体验是卖出一台手机。	220
Pattern 177	I learned a great deal about car fixing. 我学到了很多关于修车的事。	221

Unit 19 Tell us about your job experiences 告诉我们你的工作经历。

Pattern 178	I used to work for Microsoft. 我曾在微软工作。	223
Pattern 179	I have been working in the food industry for 10 years. 我在食品业工作 10 年了。	224
Pattern 180	Through my pool watching experience, I have acquired life saving skills. 从我看守游泳池的经验中, 我学到了救生知识。	225
Pattern 181	I managed a secret project. 我曾管理一个秘密的项目。	226
Pattern 182	I supervised over 2000 employees. 我监管 2000 多雇员。	227
Pattern 183	I work directly with the international department. 我直接和国际部对接。	228
Pattern 184	I achieved the goal set for me by management. 我完成了管理层给我设定的目标。	229
Pattern 185	I took charge of hiring new employees. 我曾负责招聘新员工。	230
Pattern 186	I trained staff on Excel. 我训练员工使用 Excel。	231
Pattern 187	I increased annual sales by 200%. 我把年销售额提高了 200%。	232
Pattern 188	I conducted driving training for the drivers. 我为司机开展驾驶培训。	233
Pattern 189	I served as liaison between Beijing and London. 我是北京和伦敦间的联络人。	234

Pattern 190	I speak on behalf of the company. 我代表公司发言。	235
Pattern 191	I will utilize my language skills to effectively acquire new clients. 我会运用我的语言技巧去有效地赢得新客户。	236

Unit20 Why did you quit your previous job? 你为什么辞掉了之前的工作?

Pattern 192	My 15 years working in/ at MacDonalds was very rewarding. 我在麦当劳工作的 15 年是很值得的。	238
Pattern 193	My main duties were watching the gate. 我主要的职责是看大门。	239
Pattern 194	However, I felt a strong urge to work as a cook. 可是, 我强烈的渴望当个厨师。	240
Pattern 195	I left my previous company because I felt bored/wanted a change. 我离开前公司是因为我觉得无聊 / 我想要改变。	241
Pattern 196	I am leaving my present job to pursue a fashion career. 我辞去现在的工作要去追求时尚业。	242
Pattern 197	I think designing is somewhat related to painting. 我觉得设计总有点跟绘画挂钩。	243
Pattern 198	I am seeking out opportunity to work in a hotel. 我想找机会在酒店工作。	244
Pattern 199	I would like to be an expert in architecture. 我想成为建筑业的专家。	245

PART 5 面试收尾阶段

Unit 21 How much do you expect to get paid? 你期待的薪水是多少?

Pattern 200	I used to get paid about \$20,000 a year. 我曾经的年薪是 2 万美金。	250
Pattern 201	I am hoping to start at around \$25,000. 我希望从大概 2 万 5 千美金起薪。	251
Pattern 202	Considering my previous work experience, I think I deserve \$8,000 per month. 考虑到我之前的工作经验, 我觉得我值得 8 千美元的月薪。	252
Pattern 203	For now, salary is not my priority, but learning is. 现在, 薪水不是我的主要考虑, 学习才是。	253

Unit 22 Did you apply to other companies as well? 你也申请其他公司了吗?

Pattern 204	I have applied to a couple of restaurants. 我申请过一两个餐厅的职位。	255
Pattern 205	But this company is where I would like to start my career. 不过这家公司是我想开始事业的地方。	256
Pattern 206	I have decided to build my career in modeling. 我决定了要在模特行业发展我的事业。	257

Unit 23 When can you start working with us? 你什么时候可以来工作?

Pattern 207	I can start working after/ in 1 month. 我可以一个月后 / 内就来工作。	259
Pattern 208	It will take two months before I start. 我需要两个月才能开始来这里工作。	260
Pattern 209	I am expecting to graduate next week. 我预计下星期毕业。	261

Unit 24 Do you have any questions for us? 你想问关于我们公司的什么事吗?

Pattern 210	What can you tell me about the company culture? 你能说说公司的企业文化吗?	263
Pattern 211	How would you describe your company's stable growth? 怎么描述贵公司稳定的业绩增长呢?	264
Pattern 212	What is the company's training policy? 公司的培训政策是什么呢?	265
Pattern 213	May I ask do we need to wear suits? 我可以问一下我们需要穿西装吗?	266

PART 6 必须掌握的其他面试句型20种

Unit 25 Did you say you had a number of part-time jobs?

你说你做过很多兼职是吗?

Pattern 214	As you see in my resume, I had a part-time job at the theater. 就像你从我的简历中看到的, 我曾在剧院做兼职。	270
Pattern 215	That's right, but it wasn't the money that motivated me. 对的, 但是我不是为了钱。	271
Pattern 216	Let me add a few more details to my volunteering work in Africa. 让我多说一些我在非洲做志愿者的细节吧。	272
Pattern 217	What's more, I had to take care of my seven little sisters and brothers. 而且, 我还要照顾我的 7 个弟弟妹妹。	273

Unit 26 What do you think of equity at work? 你怎么想关于工作公平呢?

Pattern 218	To me, job means life. 对我来说, 工作等于生活。	275
Pattern 219	I define work as self-proving tasks. 我对工作的定义是自我证明的任务。	276
Pattern 220	A simple definition of job is to make a living. 工作的简要定义就是谋生。	277
Pattern 221	To be more specific, I make money by working and pay my bills to keep me alive. 更详细地说, 我工作挣钱, 付账单, 我才能活下去。	278
Pattern 222	What I mean by this is that good leaders make people follow. 我这么说的意思是好的领导会让人们跟随他。	279
Pattern 223	I think employees should obey the company regulations. 我认为雇员应该遵守公司规定。	280

Pattern 224	In my opinion, 10 minutes' tea break in the afternoon's work is necessary. 我的观点是, 下午工作中的 10 分钟茶歇是很必要的。	281
Pattern 225	I am certain that team players get things done faster. 我确信有团队精神的人做事更快。	282
Pattern 226	It is common sense that people need rest. 人需要休息, 这是常识。	283
Pattern 227	Most people would agree that nanny is a female job. 大多数人都同意保姆是个女性的工作。	284
Pattern 228	According to the director, good salary brings good workers. 按领导的话说, 好的薪水招来好的员工。	285
Pattern 229	I personally experienced discrimination at work. 我亲身体会了职场上的歧视。	286
Pattern 230	That is why I would like to work for a woman as the boss. 这就是我想在一个女老板领导下工作的原因。	287

Unit 27 Are you a leader or a supporter? 你是领导者还是支持者?

Pattern 231	Given the choice, I would rather work alone. 如果可选, 我宁可单独工作。	289
Pattern 232	I am more comfortable supporting leaders. 我还是适合支持领导的工作。	290
Pattern 233	I think I am more colorful than other people. 我觉得我比其他人的更有趣。	291