

Part I

Interview

面试

Unit 1

Interviewee and Secretary 应试者与秘书



(*Fang Fang would like to apply for the **junior** secretary in Modern Culture **Limited**. Lily, Mr Black's secretary, will send Fang Fang an application form. Here's Fang phoning Lily at Modern Culture Limited*) .

(F=Fang Fang, L=Lily)

L: Mr Black's office.

F: May I speak to Miss Lily Karly, please?

L: This is Lily Karly speaking.

F: Oh, good morning, Miss Karly. I'm phoning to **enquire** about your **advertisement** for a junior secretary.

L: Oh, thank you very much. May I have your name please?

F: Yes, my name's Fang Fang.

L: Fine. I'll send you an application form. Um ... please complete it and bring it with you when you come for an interview. when can you come for an interview?

F: Well...er...

L: Could you come next Thursday about three o'clock?

F: Well, actually four o'clock would be more convenient for me.

L: All right, four o'clock next Thursday, then. The address is Black Building, Government Road, and the name of the firm is Modern Culture Limited.

F: Thank you very much, Miss Karly.
I'll look forward to meeting you at
four o'clock next Thursday. Good-
bye.

L: Goodbye, Miss Fang.

(方芳想应聘摩登文化有限公司初级秘书一职，莉莉是老板布莱克的秘书，要寄给她一份求职表格，以下是她们通电话的情形。)

莉莉：布莱克先生办公室。

方芳：请找凯利小姐。

莉莉：我就是。

方芳：早上好，凯利小姐。你们广告上说
要招聘初级秘书，我打电话来想咨
询一下。

莉莉：谢谢。您叫什么名字？

方芳：我叫方芳。

莉莉：好的，我会寄申请表给您嗯……
请您把表格填写完整并在面试时带
来。你什么时候可以来面试？

方芳：这个…… 嗯……

莉莉：您可以在下周四大约 3 点过来吗？

方芳：呃，实际上也许 4 点对我来说更方
便一些。

莉莉：好的。下周四 4 点，地址是政府路
布莱克大厦，摩登文化有限公司。

方芳：非常感谢您，凯利小姐。期待着下
周四 4 点和您见面，再见。

莉莉：再见，方小姐。

Notes 注释

interviewee /ˌɪntəvjuːˈiː/ *n.* 应试者

junior /dʒuːnjə/ *adj.* 年少的；下级的；后进的

limited /ˈlɪmɪtɪd/ *adj.* 有限的 *n.* 有限公司

enquire /ɪnˈkwaɪə/ *vt.* 询问

advertisement /ədˈvɜːtɪsmənt/ *n.* 广告



A: We have received your letter and **resume**. We would like to ask you to come here for an interview.

B: It is a great pleasure for me to have this **opportunity** for an interview.

A: Is 9 o'clock tomorrow morning convenient for you?

B: That will be OK for me.

A: Then I'll meet you at my office.
See you tomorrow morning.

B : Thank you very much. Good-bye.

甲：我们已经收到您的信和简历，我们想约您来这儿面谈。

乙：我能有机会来面谈，感到非常高兴。

甲：明天上午 9 点方便吗？

乙：对我来说没问题。

甲：那我在办公室等您。明天见。

乙：非常谢谢，再见。

Notes 注释

resume /rezju:mei/ *n.* 个人简历

opportunity /,ɒpə'tju:niti/ *n.* 机会 时机

Unit 2

Interviewer and School Graduate 主试人与毕业生



(I=Interviewer, A=Applicant)

I: How have you been getting on with your studies so far?

A: My scores were all above average. I will get my BS degree this coming July.

I: What was your best subject in college?

A: English was my best subject. I liked it very much. Besides I know the importance of English. Nowadays every enterprise would prefer to hire a person who has a good command of English. So I studied hard at college on English. I passed Grade Six in

college English Test when I was still in second year.

I: How do you think the education you've received will contribute to your work in this institution?

A: I have already learned a lot in the classroom and I hope to be able to make practical use of it in business in your company.

主试人：到目前为止，您的学习情况如何？

受试人：我在大学里的学习成绩都在平均分以上 今年 7 月我将拿到理科学士学位

主试人：您在大学里哪门课学得最好？

受试人：英语是我成绩最好的课程，我很喜欢英语。此外，我也很了解英语的重要性。现在企业都更愿意雇用熟练掌握英语的人，所以我在大学里很刻苦学习英语，二年级就通过了大学英语 6 级考试。

主试人：您认为您所接受的教育将对您在这个机构工作带来怎样的帮助？

受试人：我在课堂上已经学到了很多，我希望能在贵公司的工作中实际运用所学的知识。

Notes 注释

interviewer /'intəvjʊə/ *n.* 会见者；主试人

graduate /'grædjueit/ *n.* (大学)毕业生；研究生

applicant /æplikənt/ *n.* 申请者；请求者；受试人

score /skɔ:/ *n.* 成绩

BS degree 理科学士学位

enterprise /'entəpraiz/ *n.* 企业；事业

command /kə'mænd/ *n.* 掌握

institution /'insti'tju:fən/ *n.* 公共机构，协会



I: How are your typing skills?

A: I have been typing for several years.

I: How many words do you type per minute?

A: I type 65 words per minute.

I: Have you any experience with a computer?

A: I have **approximately** three years experience using a computer.

I: What kind of **software** do you have working knowledge of?

A: I have working knowledge of WIN-

DOWS.

I: What **certificates** of **technical qualifications** have you received?

A: I've received a Computer Operator's Qualification Certificate and a Cambridge Business English Certificate, advanced level.

I: Do you have a driver's **license**?

A: I'm learning now.

主试人：您的打字技术如何？

受试人：我打字已经有好几年了。

主试人：您每分钟打多少字？

受试人：我每分钟打 **65** 个字。

主试人：您有操作电脑的经验吗？

受试人：我有大约 3 年使用电脑工作的经验。

主试人：您了解哪些工作软件？

受试人：我有操作 **WINDOWS** 的经验。

主试人：您得到过哪些技术资格证书？

受试人：我获得了电脑操作员资格证书和高级剑桥商务英语证书。

主试人：有驾驶执照吗？

受试人：我正在学习驾驶。

Notes 注释

approximately / əprɒksɪ'mɪtli/ *adv.* 近似地 大约

software /'sɒftweɪə/ n. 软件

certificate /sə'tɪfɪkət/ n. 证书 证明书

technical qualifications 技术资格

license /'laɪsəns/ n. 许可（证）；执照



I: What do you think is your greatest **strength**?

A: I manage my time perfectly so that I can always get things done on time.

I: What are your weak points?

A: As a young girl, I'm a bit shy around people. That is my weakness. But I'm patient both with people and with my work.

I: Can you work under **pressure**?

A: Yes, I find it **stimulating**.

主试人：您最大的长处是什么？

受试人：我极懂分配时间，因此总能准时地完成任务。

主试人：您的缺点是什么？

受试人：作为年轻女孩，我在众人面前有点害羞，这是我的不足。但是我

对人和对工作都有耐心。

主试人：你能在压力下工作吗？

受试人：能，我认为它具有鼓舞作用。

Notes 注释：

strength /streŋθ/ *n.* 力气；实力

pressure /preʃə/ *n.* 压力；紧迫

stimulating /stimjuleitin/ *adj.* 刺激的，有刺激性的



I: Where were you **employed**?

A: I have never been employed before, because I just finished my studies. Although I have no experience in this field, I am willing to learn.

I: How many persons are there in your family?

A: My parents and brother.

I: What is your favorite sport?

A: I like to play **baseball**, tennis and badminton.

I: The **starting salary** is not very high, because this is a new

company. Besides, the job is not in this city. Are you willing to work in other places?

A: No problem for me. I'm young and **energetic**.

主试人：您以前在哪里工作？

受试人：我从来没有做过事，我刚毕业。

虽然在这方面没有经验，但是我很愿意去学习

主试人：您家里有几口人？

受试人：父母和弟弟。

主试人：您最喜欢的运动是什么？

受试人：我喜欢打棒球、网球和羽毛球。

主试人：因为本公司刚开业，所以起薪不会很高。而且这份工作的地点不在这个城市，您愿不愿意到其他地方去工作？

受试人：对我来说毫无问题。我还年轻而且精力十足。

Notes 注释

employ /im'plɔ:/ v. 雇用

baseball /'beɪsbɔ:l/ n. 棒球

starting salary 起薪

energetic /enədʒetik/ adj. 精力旺盛的

Unit 3

Interviewer and Experienced Interviewee 主试人与有工作经验的应试者



(I=Interviewer, A=Applicant)

I: Give me a summary of your current job **description**, please.

A: I have been working as a computer programmer for five years.

I: What made you decide to change your job?

A: I am working in a small company where further **promotion** is impossible. I am capable of more **responsibility**, so I decided to change my job. I'd like to find a job which is more **challenging**.

主试人：请对您目前的工作做一个概括的说明。

受试人：我做了五年的电脑程序员。

主试人：什么原因使您决定换工作？

受试人：我在一家小公司工作，所以晋级不大可能。我完全能承担更多的责任，所以我决定换工作。我希望从事一份更有挑战性的工作。

Notes 注释

description / dis'kripʃən / *n.* 描述

promotion / prə'məʊʃən / *n.* 晋升，提升

responsibility / ris,pɒnsə'biliti/ *n.* 责任 职责

challenging / 'tʃælindʒɪŋ / *adj.* 具有挑战性的



(J=Jones, W=Ms. Wang)

J: I've looked over your resume, Ms. Wang. I see you've already had quite a lot of experience in **secretarial** work. Could you tell me something about your time with Base Company?

W: Yes, I worked with them for two years, just after leaving school.

J: Mmm, mmm. Was there anything

else you got involved in apart from regular duties?

W: Mainly things related to secretarial work...I worked on their stand on the Export Commodities Fair. I enjoyed that.

J: Did you? What did you like about it?

W: Well, it was fun. All sorts of people came and looked around, and asked questions.

J: Could you answer them all?

W: Well, I did my best.

琼斯：我看了您的履历，王小姐。我知道您在秘书工作方面已有许多经验。您能否谈一谈关于您在贝斯公司工作的经历？

王小姐：好的。我一离开学校就在那里工作了两年。

琼斯：嗯。除了日常事务外，您还参与过其他什么业务吗？

王小姐：主要是与秘书工作有关的事务。我还在出口商品交易会的展销台工作过。我喜欢在那儿工作。

琼斯：是吗？您喜欢些什么呢？

王小姐：嗯，很有趣。各种各样的人前来
观展，并提出各种各样的问题。

琼斯：您能回答所有的问题吗？

王小姐：嗯，我尽我的所能回答问题。

Notes 注释

secretarial / sek'retəriəl / *adj.* 秘书的

get involved in 涉及

apart from 除了……还……

stand / stænd / *n.* 摊，摊位

commodity / kə'mɒditi / *n.* 日用品；（复）商品

Export Commodities Fair 出口商品交易会

Unit 4

About Salary and Benefits

关于薪酬和福利



(I=Interviewer , A=Applicant)

I: Do you have any **particular** conditions that you would like our company to take into **consideration**?

A: No, nothing in **particular**.

I: All right. If we decide to hire you, we would pay you three thousand *yuan* a month at the start. You can have Saturdays and Sundays off. Besides, you may have a paid month holiday every year. What do you think about it?

A: Regarding the salary, I leave it to you to decide after experience of my **capacity**.

I: Well, we'll give you our decision