

# English For Office Employees 上班族**双视角**涉外 英语口语

杜慧颖 李维 马嘉 编著  
Donnalyn parrish (美) 审校



金盾出版社



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## 内 容 提 要

本书在内容编排上区别于单纯的商务行政英语,是以涉外环境上班族工作与生活的双重视角展示的英语口语,其视角独特性为市场罕见。全书用语地道,配以恰当的英文解释,培养英文思维习惯,学习者对涉外环境上班族的生活、工作和语言得到新鲜而亲切的体验,即使是在校高中生、大学生,也可以借助于这本书提前领略涉外办公室的文化和氛围。

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# 前言

在全球化不断加深的今天,世界在一步步走进中国,中国也正大步迈向全球。在商业领域,涌现出越来越多的外资企业和合资企业,同时也有越来越多的中国企业、中国职员走出国门,中外交往日益频繁,而英语作为这一过程中的主要交流工具,其作用也更加凸显。

为了方便大家更好地与外籍同事、外籍老板沟通,更加顺利地开展工作 and 增进了解,本书选取了涉外环境上班族工作与生活中常见的若干话题,进行系统有效的编排,希望能使您在使用英语时游刃有余,充满自信。

这是一本与众不同的口语书。它具有以下几个特点:

1. 双重视角。本书在选材上避免了过于专业的商务内容,区别于单纯的商务和行政英语,是以涉外环境上班族工作与生活的双重视角展示的英语口语,同时又融合了外贸、文秘、生活社交英语,甚至求职面试英语的内容,其视角独特性为市场罕见。

2. 内容连贯。本书不同于一般的“情景对话”口语书,全书共分为十二个单元,每个单元包括五个重点对话,每五个对话组成一个完整的主题活动。而单元与单元之间巧妙有机地围绕着一个典型的涉外环境几位办公室白领的工作和生活,追随着他们紧张平凡而又丰富多彩的工作生活的方方面面,富

有人情味,学习者对涉外环境上班族的文化、关注点以及价值观得到新鲜而亲切的体验。

3.用语地道。本书内容丰富,情节有趣,用语地道,以快速增进听说能力为主要目标,同时也兼顾词汇、语法、背景知识及英文思维的全面培养。值得一提的是,本书在注释中对重点词汇、语法现象及背景知识增设英文注解,培养英文思维习惯和英文语感,读后犹如在大学课堂聆听专业老师讲解,让您在办公室内外都能侃侃而谈。

每天十分钟,轻松帮您闯过英语关,走好职场每一步!

编 者

2006 年 12 月于洛外

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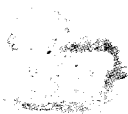
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# *Unit One*

## New to the Company

### 公司新成员







## I . We need a new hand.

### 我们需要个新人手。

Wilson: Susan, can you lend me a hand?

威尔逊: 苏珊, 能帮我个忙吗?

Susan: If I can, I will.

苏珊: 如果能帮得上忙, 当然可以。

Wilson: You see, Jason is leaving and there'll be a vacancy in your office. I want to get someone to fill it.

威尔逊: 你看, 杰森马上要走了, 你们办公室就有了个空缺, 我希望能有人来补这个缺。

Susan: What can I do about that?

苏珊: 需要我做什么呢?

Wilson: I want you to be on the hiring committee. Kevin will be with you.

威尔逊: 我想请你当招聘委员, 还有凯文。

Susan: That's fine with me.

苏珊: 没问题。

Wilson: I'd like you to help me prepare a job offer ad, and help me read the résumés.

威尔逊: 我希望你能帮我制作招聘广告, 并帮我阅读收到的简历。

Susan: Can you tell me a little more?

苏珊: 您能讲得再具体些吗?

Wilson: Human Resources will tell you about the recruitment



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requirements in detail, according to which you need to write the advertisement and then post it in newspapers and on our company's website. When applications come, please help sort out the persons qualified for our interview.

威尔逊:人力资源部会告诉你详细的招聘要求,你根据这些要求写出广告,发布到各家报纸和我们公司的网站上。收到求职申请后,你帮忙挑出有资格参加面试的人选。

Susan: Shall I give the interview?

苏珊:由我面试吗?

Wilson: No. I'll handle it myself.

威尔逊:不用,我来亲自面试。

Susan: Then when should I start?

苏珊:那我什么时候动手?

Wilson: The ad should be out before next Monday. We plan to have all the hiring done by the end of this month.

威尔逊:广告要在下周一前出来。我们计划在这个月底前结束所有的招聘工作。

Susan: I see. No problem.

苏珊:明白了。没问题。

## Notes

1. We need a new hand.

hand: n. one who is part of a group or crew; a participant in an activity; a clerk; an employee 人手

Example: Call for more hands to decorate the Christmas tree.

## 第一单元 公司新成员



例:叫更多的人来装饰圣诞树。

2. You see, Jason is leaving and there'll be a vacancy in your office.

(1) In English, the progressive aspect can sometimes be used to indicate an action that is going to happen, especially when the verb is "come", "go", "start", "leave", etc. For example, I'm coming.

在英语中,进行时态有时也可以用来表示即将发生的动作,尤其是"come", "go", "start", "leave"等趋向动词的进行时。例如:我就来。

(2) vacancy: n. a position or a job that is unfilled or unoccupied  
空缺,空额,空职

Example: Sorry, the vacancy in the office has been filled.

例:很抱歉,办公室的空缺已经有人补了。

同义词: opening; vacant position

3. I want you to be on the hiring committee.

1) committee: n. a group of people chosen to do a particular job, to make decisions, etc. 委员会

2) The preposition "on" can mean "included in a group or team of people or in a list", as used in phrases "on the committee", "on the team", "on the staff", etc.

介词"on"可以表示“是……的成员”、“在……供职”,例如“是委员会成员”、“是团队成员”、“是员工之一”。



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4. I'd like you to help me prepare a job offer ad, and help me read the résumés.

job offer ad: an advertisement that offers jobs 招聘广告

同义词: want ad

5. Human Resources will tell you about the recruitment requirements in detail, according to which you need to write the advertisement and then post it in newspapers and on our company's website.

recruit: v. to find new people to work in a company, to join an organization, to do a job, etc. 招募, 征募

Example: We have difficulty in recruiting enough staff.

例: 我们很难招到足够的员工。

名词: recruitment

6. When applications come, please help sort out the persons qualified for our interview.

qualified: adj. having suitable knowledge, experience, or skills, especially for a particular job 合格的, 合乎条件的, 能胜任的

Example: Mary is qualified for her new role.

例: 玛丽能够胜任她的新角色。





## II. We've gotta get the right person.

我们得挑出合适的人选。

Susan: Mr. Wilson, I've got more than 50 applications

苏珊: 威尔逊先生, 我收到了 50 多份求职申请。

Wilson: I've about 80, and Kevin has 60. Our offer seems quite attractive. But we'll give only ten interviews.

威尔逊: 我收到了大约 80 份, 凯文有 60 份。看来我们的职位招聘很有吸引力。不过只能有十个人有面试的机会。

Susan: A rather hard job to cut down the list. Many of them are very competitive.

苏珊: 精简名单是件棘手的事, 他们中有不少都很有竞争力。

Wilson: There's nothing else we can do. Each of us will select 15 applicants for the interview, and at three o'clock tomorrow afternoon, we are to meet again to decide who the ten lucky ones will be.

威尔逊: 我们只能这样做。我们每个人挑选出 15 个面试人选, 然后明天下午三点钟我们再聚到一起来决定这十个幸运人是谁。

Susan: OK.

苏珊: 好的。

Wilson: One more thing, please pay special attention to their English skills.

威尔逊: 还有一件事, 请特别留意他们的英语能力。

Susan: Of course. We need someone who knows English well