



求职面试、业务往来、同事相处、客户公关，办公面面俱到
地道口语、举一反三、滔滔不绝、妙语连珠，职场步步为营

必须掌握的

职场英语口语

2000

一句话多样说，看时间分场合 教你『说对英文做对事』

石油工业出版社

English Speaking
Library

英语口语
素材库

求职面试、业务往来、同事相处、客户公关，办公面面俱到
地道口语、举一反三、滔滔不绝、妙语连珠，职场步步为营

必须掌握的

职场英语口语

2000句

一句话多样说，看时间分场合 考『说对英文做对事』

石油工业出版社

图书在版编目(CIP)数据

必须掌握的职场英语口语 2000 句/浩瀚主编.
北京:石油工业出版社,2010.8
ISBN 978-7-5021-7860-4

I. 必…
II. 浩…
III. 英语-口语
IV. H319.9

中国版本图书馆 CIP 数据核字(2010)第 110321 号

必须掌握的职场英语口语 2000 句
浩瀚主编

出版发行:石油工业出版社
(北京安定门外安华里 2 区 1 号 100011)
网 址:www.petropub.com.cn
编辑部:(010)64523607 营销部:(010)64523604
经 销:全国新华书店
印 刷:北京晨旭印刷厂

2010 年 10 月第 1 版 2010 年 10 月第 1 次印刷
710×1000 毫米 开本:1/16 印张:21.5
字数:616 千字

定价:29.80 元
(如出现印装质量问题,我社发行部负责调换)
版权所有,翻印必究



本书编委会

●主 编：浩 瀚

●编 委：李 硕 徐继宁 陶凤菊 王 艳 张文娟
陈伟华 王亚彬 姚 青 王应铜 徐光伟
廖志谦 刘 璐 尹晓洁 张丽娟 吴海燕
李洪伟 汪丽琴 李文萍 马 兰 刘雷雷
孙 伟 蔡丹丹 李庆磊 徐 萍 张春燕
李 红 刘梓红 李林海 宋美盈 余燕南
宋海燕 于文娟 王 瑜 李洪丰 张占江
余 晶 赵秀丽 王建伟 马 迅
●制 作：岳永铭 林 琳 于文娟 魏 田 郭美娟
韩 磊 李子强 毕路拯 徐美芳



P 前言

Preface

学习语言最主要的目的就是沟通。过去的英语教学方式常常是“重语法、轻会话”，所以导致许多华人地区的英语学习者都落入了“有口难言”的窘境。我常常遇到已经进入社会的学生们，告诉我职场会话好难学、好难上手，要做简报，或是遇到外国客户来访时，以前学生时代学的英文全都派不上用场，为此深感烦恼。

其实职场英文跟生活中用到的英文并没有太大的差异，而且一点都不难，只要能找到正确的学习教材及方法，想在简报、会议上、接待外国客户时说出一口好英文绝非天方夜谭。

与同类书籍相比，本书具有以下三大特色：

1. 本书全部采用英汉对照的形式，有利于读者根据中文内容迅速找到相关的英语表达，适用于学生和广大英语爱好者阅读。
2. 本书共有 70 多个单元，每个单元都有我们为读者精心选取的经典短句和闪亮词语，简单实用。内容新颖而丰富，涵盖了职场的方方面面；在编排上力求做到由浅入深，循序渐进。
3. 本书针对职场可能遇到的情况，作了详细介绍，使读者能根据语言环境的变化，选择恰到好处的词汇和语法结构。

衷心希望这本书能成为您的良师益友！

Part 1 Job Hunting 招聘入职



Unit 1	面试准备 Getting Ready for the Interview	1
	1. 获取信息 Getting Information	1
	2. 着装礼仪 Etiquette of Dressing	4
	3. 面试礼仪 Etiquette of Interview	6
Unit 2	求职面试 Interview	10
	1. 公司招聘 Recruitment	10
	2. 个人情况 Personal Situation	13
	3. 教育背景 Educational Background	15
	4. 工作经验 Work Experience	18
	5. 理想与抱负 Ambitions and Aspirations	20

	6. 网上求职 Job-hunting on the Internet	23
	7. 求职面试 Interview	25
	8. 应聘结果 The Result of Job Hunting	28
	9. 签订协议 Signing the Agreement	30
Unit 3	初入职场 Entering the Workplace	34
	1. 熟悉环境 Be Familiar with the Situation	34
	2. 办公设备 Office Equipment	40
	3. 新人培训 Newbie Training	43
	4. 福利待遇 Welfare	46



Part 2 Working on the Line 职场在线

Unit 1	人事管理 Personel Management	51
	1. 员工培训 Staff Training	51
	2. 业绩考核 Performance Reviews	54
	3. 任免调动 Appointment and Removal	56
	4. 薪资调整 Salary	

	Adjustment	59
	5. 休假、轮休 Holiday, Rotation	62
	6. 赞扬与批评 Compliment and Criticism	64
	7. 责怪员工 Blaming Staff	67
	8. 安排事务 Arranging Business	70
	9. 提交辞呈 Quitting the Job	72

Contents

Unit 2	秘书工作 The Job of Secretary	77	3. 帮助同事 Helping Colleagues	155
	1. 接打电话 Answering and Making the Phone	77	4. 感谢同事 Giving Thanks to Colleagues	157
	2. 公司介绍 Company Introduction	80	5. 赞美同事 Praising Colleagues	159
	3. 接待来访 Receiving Visitor	84	6. 表达歉意 Expressing Apology	161
	4. 商务宴会 Business Dinner	88	7. 祝贺同事 Expressing Congratulations to Colleagues	164
	5. 商务出行 Business Travel	91	8. 鼓励同事 Encouraging Colleagues	166
	6. 档案管理 Document Management	94	9. 安慰同事 Comforting Colleagues	168
	7. 送别客户 Farewell	97	10. 理解与迷惑 Understanding and Confusing	173
	8. 职场礼仪 Business Protocol	99	11. 同情同事 Having Sympathy on Colleagues	175
	9. 邀请 Invitation	102	12. 担心同事 Being Worried about Colleagues	176
	10. 收发信件 Sending and Receiving Letters	104	13. 劝说、命令同事 Persuading and Ordering Colleagues	177
Unit 3	公司会议 Company Meeting	114	14. 同事聚会 Parties	178
	1. 安排会议 Arranging the Conference	114	15. 提醒同事 Reminding Colleagues	180
	2. 工作汇报 Report	117	16. 品评同事 Talking about Colleagues	184
	3. 任务分配 Task Distribution	119	17. 邀请同事 Inviting Colleagues	188
	4. 会议讨论 Discuss	122	18. 怀疑同事 Doubting Colleagues	191
	5. 制定决策 Making Decision	125	19. 产生矛盾 Causing Conflicts	193
	6. 接受建议 Open to Reasonable Suggestions	128	20. 工作压力 Work Pressure	195
	7. 会议谈判 Negotiation of Meeting	131	Unit 6	进修学习 Making an Advanced Study
	8. 结束会议 Making a Conclusion	133		202
Unit 4	计算机网络 Internet	139	1. 继续教育 Further Education	202
	1. 计算机系统 Computer System	139	2. 职员培训 Staff Training	205
	2. 上网下载 Downloading	141	3. 研讨会 Symposium	207
	3. 网络聊天 Talking and Chatting	143	4. 海外培训 Training Abroad	211
	4. 电子商务 E-commerce	145	Unit 7	办公交流 Office Topic
	5. 网络办公 Network Office	147		216
Unit 5	同事相处 Getting Along with Colleagues	151	1. 业余爱好 Hobby	216
	1. 认识新人 Getting to Know New Colleagues	151		
	2. 讨论工作 Talking about the Job	153		

2. 谈论天气 Talking about the Weather	218
3. 谈论时间 Talking about Time	219
4. 评论他人 Talking about	

Others	221
5. 自我评价 Self-assessment	223
6. 办公着装 Office Dress	226
7. 休闲话题 Entertainment Topic	229

Part 3 Public Relations 职场公关



Unit 1	营销策略 Marketing Strategy	234
	1. 产品介绍 Product Introduction	234
	2. 售后服务 After-sale Service	235
	3. 市场调研 Market Research	237
	4. 申请专利 Applying for Patents	240
	5. 广告促销 Advertisement and Promotion	243
	6. 商标注册 Trade Marks Registration	245
	7. 各种商会 Meetings	249
	8. 项目策划 Projects	251
	9. 招标投标 Bidding	252
Unit 2	职场洽谈 Negotiation	258
	1. 交涉价格 Price	258
	2. 订货与包装 Ordering and Packing	262
	3. 付款与商检 Payment and Commodity Inspection	264
	4. 货运与保险 Shipment and Insurance	268
	5. 代理与索赔 Agent and Claim	273
	6. 合同谈判 Contract	276
	7. 投资合作 Investment and Cooperation	280
Unit 3	行业英语 Business English	285

1. 教师英语 The Teacher English	285
2. 医生英语 The Doctor English	288
3. 导游英语 The Guide English	291
4. 银行职员英语 The Bank Clerk English	294
5. 邮局职员英语 The Post Clerk English	298
6. 海关人员英语 The Customs Staff English	300
7. 经理人员英语 The Manager English	303
8. 民航人员英语 Civil Aviation Worker English	305
9. 外贸人员英语 The Foreign Trader English	310
10. 保险业人英语 The Insurer English	313
11. 商场英语 English for Shop Assistants	316
12. 律师英语 Attorney English	318
13. 司机英语 Driver English	320
14. 酒店服务英语 Hotel Service English	321
15. 餐饮服务英语 Diet Service English	323
16. 体育英语 Sport English	326
17. 美发服务英语 Hairdressing Service English	327



Part 1 招聘入职

Unit 1 面试准备



获取信息 Getting Information

● 我们应该在报纸上刊登招聘广告。	
① We can advertise the recruitment information in the paper.	③ The recruitment information should be advertised in the paper.
② We should place an ad in the paper.	
● 你想过要在报纸上刊登招聘广告吗?	
① Have you thought about placing an ad in the paper?	② Have you thought about advertising in the paper?
● 我看见您窗上贴的招聘广告,所以就进来了。	
① I saw the notice in your window, and came right in.	came right in.
② I saw the information in your window and	③ I saw the ad in your window and came right in.
● 我读了5月16日贵公司在《中国日报》上的招聘办事员广告, 特来应征。	
① In reply to your advertisement in <i>China Daily</i> of May 16 for a clerk, I offer myself for the post.	job.
② According to your advertisement in <i>China Daily</i> of May 16 for a clerk, I apply for the	③ Looking at your advertisement in <i>China Daily</i> of May 16 for a clerk, I offer myself for the post.
● 你能告诉我早报招聘广告的内容吗?	
① Can you give me any information about the job advertised in today's morning post?	③ Could you get some information for me about the job advertised in today's morning post?
② Could you tell me something about the job advertised in today's morning post?	

●我正在看《人民日报》上的招聘广告。	
① I'm reading an advertisement in <i>People's Daily</i> .	② I'm reading an advertisement placing in <i>People's Daily</i> .
●我想询问你们在今天的报纸上招聘出纳员的广告。	
① I want to consult some information about your advertisement for a cashier in today's newspaper.	② I'm asking about your advertisement for a cashier in today's newspaper.
●你好,我打电话来是想应聘你们昨天在《羊城晚报》上登广告招聘英语话务员一职。	
① Hello, I'm calling to apply for an English telephone operator for your advertisement in yesterday's " <i>Yangcheng Evening News</i> ".	② Hello, I'm calling in answer to your advertisement in yesterday's " <i>Yangcheng Evening News</i> " for an English telephone operator.
●询问昨天《中国日报》上广告招聘驾驶员一职。	
① I'm enquiring about your advertisement for a driver in yesterday's <i>China Daily</i> .	② I'm calling to ask about your advertisement for a driver in yesterday's <i>China Daily</i> .
●可以用电子邮件给职介网站发送应聘材料,以加入求职数据库。	
① You can e-mail your application materials for application to the websites of job agencies for enrollment in their database.	② Always check the job boards from head-hunter and read the newspaper daily.
●我要不要在报纸上登招聘广告?	
① Should I post the advertisement on the newspaper?	② Should I place the advertisement on the newspaper?
●我建议把招聘广告从星期五登到下星期一。	
① I suggest posting the ad. Friday through Monday.	② Should I place the advertisement from Friday next to Monday?
●你认为这家报纸登的招聘广告真实吗?	
① Do you think the job-seeking advertisements are true in this newspaper?	② Do you think the job-seeking advertisements in this paper can be believed?
●你打算怎样替这个职位做广告?	
① How do you want to go about advertising for the position?	② How do you want to advertise the opening?
●我们要在商业杂志及报纸上登广告吗?	
① Are we going to place the ad. in the trade magazines and the newspapers?	② Will you post the ad. in the trade magazines and the newspapers?



●我们刊登了好几项工作,你申请的是哪一项呢?	
① We advertised several openings and which job is that?	② We placed several positions and which one do you apply for?
●我想知道通过浏览报纸能否找到工作。	
① I wonder if I can find a job by looking through newspapers.	② I want to know if I can find a job according to the newspapers.
●报纸上的分类广告是求职最有效的方法吗?	
① Are the classified ad. in the newspaper the most effective way to look for a job?	② Are the classified ad. in the newspaper the best way to hunt for a job?
●你是从哪儿得知我们的招聘信息的?	
① Where did you get the information of our employment?	② Where did you learn the information of our recruitment?
●我是从你们登在报上的广告中获知的。	
① I learned about it from your advertisement in the newspaper.	② I got the information from your advertisement in the paper.
●上周我在报纸上看到一个招聘广告,然后去参加了面试。	
① Last week I saw a job-seeking advertisement in a newspaper, and went there for an interview.	② Last week I read a job-seeking advertisement in a paper, and went there for an interview.
●许多人都被招聘广告骗了。	
① Many people are cheated by the advertisements.	② Lots of people are cheated by the advertisements.
●的确有很多人通过招聘版找到了工作。	
① There's no doubt that lots of people have found employment in the help wanted section.	② There is really a lot of people have hunted for employment in the help wanted section.
●我对招聘电脑工程师的广告非常感兴趣。	
① I'm very interested in that advertisement about hiring a computer engineer.	② I'm quite interested in that advertisement about hiring a computer engineer.



着装礼仪 Etiquette of Dressing

● 你是否注意自己的着装?	
① Do you take care of your clothes?	② Do you pay attention to your clothes?
● 穿套裙比较好,这样可以显示出你苗条的身材。	
① A set of skirt is better. This can show your slim figure.	② A set of skirt is better, it can show your slim figure.
● 你的着装与你要应聘的工作不相符。	
① Your dressing doesn't match with the job you apply for.	② Your dressing doesn't fit the job you apply for.
● 不要用华丽的衣服装饰自己,而要用渊博的知识丰富自己。	
① Don't deck yourself up with fine clothes, but enrich your mind with profound knowledge.	② Don't dress yourself up with finery, but make your mind full of profound knowledge.
● 穿深色衣服,例如深蓝色。	
① Wear dark colors such as navy blue.	② Wear dark colors, just like navy blue.
● 衣服要熨烫,不要有褶皱。	
① Iron your clothing in order to get rid of all wrinkles.	② Iron your clothing to get rid of all wrinkles.
● 确定你的拉链都拉上了!	
① Make sure all your zippers are zipped! ② Be certain that all your zippers are zipped.	③ Be sure that all your zippers are zipped.
● 勿穿戴过多或大型的珠宝首饰。	
① Don't wear a lot of jewelry or large pieces of jewelry.	② Don't wear lots of jewelry or large pieces of jewelry.
● 由于明天上午我要去参加一个面试,我想买一套西服和一条领带。	
① Since I'll have a job interview tomorrow, I want to buy a set of suit and a tie.	② I want to buy a set of suit and a tie, because I'll have a job interview tomorrow.
● 当然可以啦。一般在正式场合下,男士都穿黑色或深蓝色的西装,并且常配一件白色衬衣。	
① Of course. Generally, in formal situation, men always wear black suit or dark blue suit, and also a white shirt.	② OK! Generally speaking, in formal situation, men always wear black suit or dark blue suit, matching a white shirt.



● 红色领带不适于面试时戴,因为它象征的是权力。浅一点的颜色如何?	
① Red color tie is not fit for interview because it indicates power. How about a lighter color one?	② You can't wear red color during interviewing because it indicates power. What about a lighter color one.
● 我认为我和其他人一样,微笑和适宜的着装是最吸引人的特征。	
① I think for me and anybody else, a smile and proper clothes can be the most attractive feature.	② I think for everyone, a smile and proper clothes can be the most attractive.
● 那我该穿什么样的衣服呢?	
① Then what kind of clothes should I wear? ② Then what type of clothes should I wear?	③ Then what sort of clothes should I wear?
● 你的意思是我应该扬长避短。	
① You mean that I should make best use of the advantages and bypass the disadvantages.	② You mean that I should make full use of the advantages and pass by the disadvantages.
● 确定头发梳整齐。	
① Make sure your hair is properly groomed.	② Make sure your hair is perfectly groomed.
● 修剪完指甲后要清洗干净。	
① Clean your fingernails after nearly trimming them.	② Trim your fingernails then clean them.
● 鞋子的颜色和衣服要相称,一般而言黑色最适当。	
① Make sure your shoes should match the color of your outfit. Generally, black is the best choice.	② Wear shoes that match the color of your outfit. Black is usually the best.
● 不要穿不好走的鞋。	
① Don't wear shoes that are difficult to walk in.	② Don't wear shoes which are hard to walk in.
● 不要喷洒过重的香水。	
① Don't wear a lot of perfume.	② Don't wear much perfume.
● 不要浓妆艳抹。	
① Don't wear heavy makeup.	② Don't make up heavily.



面试礼仪 Etiquette of Interview

● 你能告诉我一些有关面试礼仪方面的事宜吗?	
① Can you tell me some etiquette about the interview?	② Could you tell me something about the etique during the interview?
● 在我看来,礼仪在面试中扮演着非常重要的角色。	
① In my opinion,etiquette plays a very important role in a job interview.	② I think etiquette plays a very important part in a job interview.
● 对应聘者来讲,面试是一个展示自己知识、智慧和能力的舞台。	
① For the interviewees,it is a stage for him to show his knowledge, intelligence and capacity.	② Interview is a stage for the interviewees to show his knowledge, intelligence and capacity.
● 当你去参加面试时,你应该注意你的举止、谈吐和神态。	
① When you attend the interview,you should pay attention to your manner,style of conversation and expression.	② During a job interview,you should draw attention to your manner,style of conversation and expression.
● 与面试官交谈时,你应彬彬有礼,始终面带微笑。	
① You should always keep smiling,being polite when you talk with the interviewer.	② It is a good manner to keep smiling,be polite when you talk with the interview.
● 当你坐在椅子上时,不要随便晃动。	
① Don't move from time to time when you sit there.	② Don't always move when you sit there.
● 你还要懂得利用眼神去沟通。	
① You also should know how to use eye contact.	② You also should know how to contact with your eyes.
● 有好的修养就有好的举止。	
① Good manners stands for good self-cultivation.	② Good self-cultivation shows good manners.
● 一握手就知道你是个热心肠的人。	
① I know you are a warm-hearted man by shaking hands.	② I know you are a kind-hearted man by shaking hands.



●你言谈举止的方式是你向接待员和面试官所展现的形象的一部分。	
① How you walk and talk is part of the picture you present to the receptionist and interviewer.	② How you walk and talk is part of the image you present to the receptionist and interviewer.
●记住,你打算在面试官记忆中留下深刻印象。	
① Remember you want to stand out in the interviewer's memory.	② Don't forget you want to stand out in the interviewer's memory.
●还有别的需要注意的事项吗?	
① Is there anything else I should pay attention to?	② Is there anything else I should draw attention to?
●要让自己看起来非常适合该项职务和该公司。	
① Make yourself seem like the person who fits the position and company perfectly.	② Make yourself be the person who fits the company and position perfectly.
●面试一问一答的过程是非常复杂的,有许多因素要考虑。	
① The question-and-answer process is complex, and many factors should be taken into consideration.	② The question-and-answer process is complex with many factors to consider.
●要努力给对方留下好的第一印象。	
① Pay careful attention to making a good first impression.	② Try your best to make a good first impression.
●缺乏自信。	
① Lack self-confidence.	② Lack of self-confidence.
●不要怯场。	
① Don't have stage fright.	② Don't be frightened in the stage.

相关词汇

qualification *n.* 资格

capacity *n.* 资格,能力,包容力

liberty *n.* 自由,恩典,无礼

prestige *n.* 威信,威望,名气

contact *v.* 接触,交际,联络

on one's toes 谨慎小心

taboo *v.* 禁忌,禁止

profound *adj.* 深奥的,学识渊博的

shortcoming *n.* 不足,缺乏,短处

attitude *n.* 态度

active *adj.* 积极主动的

diligent *adj.* 勤奋的

adaptable *adj.* 适应力强的

dynamic *adj.* 精力充沛的

adroit *adj.* 灵巧的
amiable *adj.* 和蔼的
eloquent *adj.* 能言善辩的
aspiring *n.* 有抱负
enthusiastic *adj.* 热情的
assertive *adj.* 自信的
flexible *adj.* 灵活的
good-tempered *adj.* 性格好的
courteous *adj.* 有礼貌的
honest *adj.* 诚实的
dedicated *adj.* 忠诚的
initiative *adj.* 独创性强的
resourceful *adj.* 足智多谋的
knowledgeable *adj.* 博学多识的
responsible *adj.* 责任感强的
motivated *adj.* 做事目标明确的, 被激励的
objective *adj.* 无偏见的, 客观的
sensitive *adj.* 敏感的
sincere *adj.* 真诚
patient *adj.* 有耐心的
strong-willed *adj.* 意志力强的
persistent *adj.* 有恒心的
tactful *adj.* 机智的
persuasive *adj.* 善于说服人的
practical *adj.* 务实的
precise *adj.* 做事谨慎的
punctual *adj.* 守时的
well-informed *adj.* 消息灵通的
willing to learn 乐于学习
crossed arms 双手环抱胸前
convey *v.* 传达, 传递
excessive *adj.* 过多的, 过度的
mannerism *n.* 特殊习惯(指说话方式、动作)
disqualify *v.* 丧失资格
timid *adj.* 胆小的
cross your legs 跷二郎腿
demeanor *n.* 举止, 态度
outward appearance 外表
manner of speaking 谈吐
dignified *adj.* 高贵的

jolly *adj.* 快活的
humble *adj.* 谦虚的
solemn *adj.* 严肃的
optimistic *adj.* 乐观的
pessimistic *adj.* 悲观的
profile *n.* 形象
neat *adj.* 整齐的
conservative *adj.* 保守的
overall *adj.* 整体的
panty hose 连袜裤
hem *n.* 衣服边缘
trendy *adj.* 时髦的
decorate *v.* 修饰, 装饰
attractive *adj.* 引人注目的, 有魅力的
impression *n.* 印象
jewelry *n.* 珠宝首饰
tie *n.* 领带
formal *adj.* 正式的
men's wear *n.* 男装
women's wear *n.* 女装
boot *n.* 皮靴
leather-shoe *n.* 皮鞋
slip-on *n.* 便鞋
low heel *n.* 平跟鞋
beret *n.* 贝雷帽
scarf *n.* 围巾
hair styling cream 定型发膏
vitamin hair oil 维生素发油
hair styling mousse 定型摩丝
nourishing hair conditioner 营养护发素
lemon cream rinse 柠檬护发素
wave set 卷发器
series of cosmetic 系列化妆品
beauty box 化妆盒
foundation cream 粉底霜
cold cream 冷霜, 油底霜
pearl cream 珍珠霜
sun cream/sunscreen cream 防晒霜
snow cream 雪花膏
acne cream 暗疮粉刺膏



face powder 香粉
dusting powder 扑粉
pearl powder 珍珠粉
advertisement *n.* 广告
advertise *v.* 做广告
opening *n.* 空缺职位, 机会
interview *n.* (招聘、应聘) 面试
to set up 开始进行, 准备
vacant *adj.* 空缺的
qualification *n.* 资格
fee *n.* 费用
demand *v.* 要求
prerequisite *n.* 必备条件, 先决条件, 前提
requirement *n.* 要求
advantageous *adj.* 优先
minimum *adj.* 至少
true *adj.* 真实的
fill *v.* 填写
registration *n.* 登记, 记录
suit *v.* 适合, 配合
display *v.* 陈列, 展览
display board 招工信息布告牌
check *v.* 检查, 核对, 核查
guarantee *v.* 保证

authorize *v.* 授权
steep *adj.* 昂贵的
tighten *v.* 加紧
charge *n.* 收费, 索要, 要价
recommend *v.* 推荐, 介绍
official *adj.* 正式的, 正规的, 审批合法的
give out 发布
web *n.* 网络
website *n.* 网站
enrollment *n.* 登记, 注册, 成为会员
database *n.* 数据库
internet *n.* 国际互联网, 因特网
to go job-hunting 寻找工作
generally speaking 一般来说
job seekers 求职者, 谋求工作的人
application materials 申请材料, 应聘材料
safe *adj.* 安全
available *adj.* 可得到的, 可用的
operation *n.* 操作, 业务
switchboard *n.* 交换台
proficiency *n.* 精通, 熟练
diploma *n.* 文凭, 公文
ID card 身份证
vocational *adj.* 职业的

