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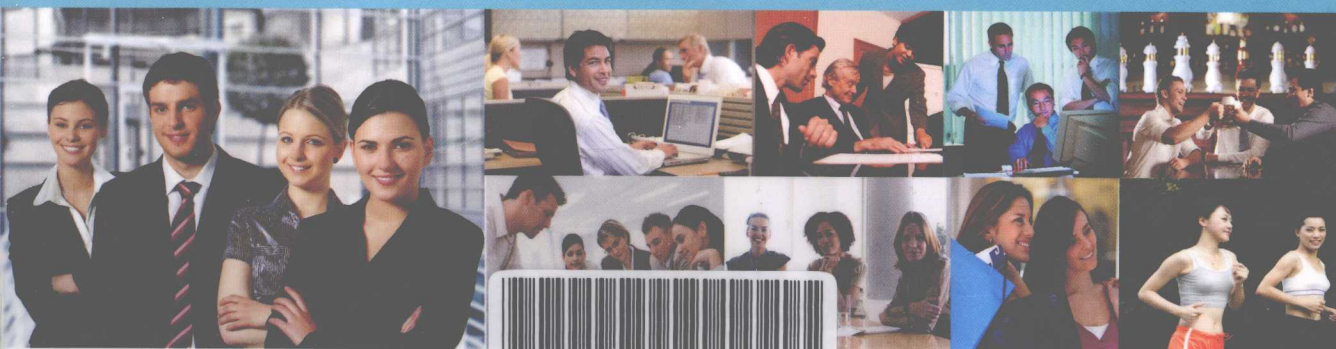
PRACTICAL SPOKEN ENGLISH TALK SHOW

美 语 会 话 脱 口 秀 系 列

全新升级版

外企白领英语 口语大全

李 雪 李铁红 范宏博 主编 [美]Michael Anderson 审订



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本书以“源自白领生活”为基本原则来选取素材，包含了外企白领工作和生活的各个方面，从外企白领的琐碎工作到生活过程中的衣食住行，全方位地为读者展现外企白领们的工作和生活，力求使读者了解外企白领生活的每一个细节。

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前言

Preface

随着社会的发展和国际交往的日益频繁，英语已经进入我们生活的各个方面，社会对英语口语水平的要求也越来越高。为了满足社会不同层次、从事不同工作的初级和中级英语学习者对日常英语的不同需要，我们精心编写了“美语会话脱口秀系列”丛书。本丛书包括《外企白领英语口语大全》、《文秘会话英语口语大全》、《社交英语口语大全》、《商务英语口语大全》、《情景英语口语大全》、《酒店职员英语口语大全》、《餐饮业职员英语口语大全》、《金融业职员英语口语大全》、《售货员英语口语大全》、《旅游英语口语大全》、《外贸英语口语大全》、《娱乐休闲英语口语大全》、《财会英语口语大全》、《公务员英语口语大全》和《面试英语口语大全》，共 15 本。

本丛书几乎涵盖了所有日常生活和工作场景所需要的基本英语用语，可供广大读者和英语爱好者灵活选用。丛书以“场景对话”为主要内容，使读者在阅读中有身临其境的感觉。丛书内容还包括“关键句型”和“词语加油站”。“关键句型”列举出各场景中出现频率最高的语句，供读者学习、模仿、熟记和运用。“词语加油站”精选出常用的重点词汇为读者扫除词汇障碍。

《外企白领英语口语大全》一书以“源自白领生活”为基本原则来选取素材，包含了外企白领工作和生活的各个方面，从外企白领的琐碎工作到生活过程中的衣食住行，全方位地为读者展现外企白领们的工作和生活，力求使读者了解外企白领生活的每一个细节。

事实证明，英语学习最好的方法就是听与说的有机结合。而听、说也要尽可能地与日常生活相结合，从日常对话入手，逐步培养自己的英语交际能力。英语学习者通过积极与他人进行互动交流，逐步培养自信；只要有信心、有决心，从点滴做起，就一定能成为英语高手。

我们相信读者通过学习本丛书，一定能够在短时间内达到脱口而出、流利表达的效果，英语口语一定会有很大的进步。

参与本书编写的除了主编李雪、李铁红、范宏博以外，还有卢明、陶卫琼、赵晓敏、张孜、刘仕文、苗红宜、谭莉、王新会、宋纪新、崔杰凯、姜宝静、赵艳萍、阮耀明、谢描等，美国的朋友迈史尔·安德森（Michael Anderson）对本书的审订付出了大量的心血，本书在编写过程中得到了北京大学光华管理学院和清华大学经管学院部分教授的大力支持，在此一并表示感谢。

限编者水平，书中难免有不足之处，恳请广大读者批评指正。

编者

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Chapter 1

Interview 面试

Unit 1 Job-hunting on the Internet 网上求职

Key Sentence Patterns 关键句型

- ① I haven't found a job after graduation.
毕业后我还没找到工作。
- ② You can email resumes to: chen @ 163. com. 你可以将履历寄到电子邮箱: chen@163. com。
- ③ How about hunting a job for her on Internet? 帮她在网上找份工作怎么样?
- ④ Any interesting jobs listed on the Internet today? 今天网上有好工作吗?
- ⑤ You'd better confine your application materials to one page.
你最好把简历内容浓缩在一张纸上。
- ⑥ I got the information from www. humanresource. com. 我在中国人力资源网上看到的。
- ⑦ You are expected to know the email address of the company.
那你必须知道公司的电子邮箱地址。
- ⑧ Send out an application through job channels on websites.
你在网站的求职频道发布求职信息。
- ⑨ It's a job selling children's books to bookstores.
那是个向书店卖儿童书的工作。
- ⑩ You are the leading company in the chemistry industry.
贵公司是化工领域的龙头企业。
- ⑪ And your application will be read by many companies.
你的求职信会被很多公司看到的。

Pop Conversations 热门话题

I Send an Email 发送邮件

Conversation 01

A: Xiao Cui, I haven't found a job after graduation.

B: Don't worry about it. You can email your resume to: chen@163. com.

A: Then I'll find a job?

B: Maybe. It's a manager's mailbox.

A: Thanks! I'll try.

A: 小崔, 毕业后我还没找到工作。

B: 别担心。你可以将履历寄到电子邮箱: chen@163. com。

A: 那么我就能找到工作吗?

B: 也许吧。这是一个经理的邮箱。

A: 谢谢。我去试试。

Conversation 02

A: John, can you tell me how to apply for a job on the Internet?

B: Just fill out an application.

A: Do I have to send an email?

B: You are expected to know the email address of the company.

A: But I still don't know which company is in need of staff.

B: That is easy. Send out an application through job channels on the websites.

A: Can any companies see my information?

B: It's a two-way choice. And your application will be read by many companies.

A: Which websites offer this service?

B: 21st Century, job. net and a few others.

A: I'll have a try. Thank you very much.

B: Good luck.

A: 约翰, 能告诉我怎样在网上求职吗?

B: 发布一封求职信就可以了。

A: 需要用电子邮件发送吗?

B: 那你必须知道公司的电子邮箱地址。

A: 但是我并不知道那些公司有用人需求呀。

B: 其实很简单。你在网站的求职频道发布求职信息。

A: 招聘公司能看到我的个人信息吗?

B: 这属于双向选择。你的求职信会被很多公司看到的。

A: 哪些网站提供这种服务?

B: 21 世纪网、中国工作网等。

A: 我打算试试网上求职。非常感谢你的帮助!

B: 祝你好运!

II On the Internet 在网上

Conversation 03

(Two friends are talking about jobs listed on the Internet.)

A: Any interesting jobs listed on the Internet today?

B: Well, there are a lot of retail jobs — selling clothes and stuff. But you have to work on Saturdays and Sundays.

A: Hmm. I hate working on weekends.

B: Hmm, so do I. Oh, there's a job in sales. It's a job selling children's books to bookstores.

A: That sounds interesting.

B: Yeah. Let's see. You need to have a driver's license. And you have to work some evenings.

(两个朋友正在谈论今天出现在因特网上的工作。)

A: 今天网上有好工作吗?

B: 嗯。有很多的零售工作——如卖衣服之类的工作。但是你必须周六和周日工作。

A: 嗯。我不喜欢周末上班。

B: 嗯……我也是。哦, 这里有个销售业的工作。那是个向书店卖儿童书的工作。

A: 那听起来挺有趣。

B: 是。让我们看看: 你必须有一个驾照, 而且有时你必须晚上工作。

面试

办公室事务

白领礼仪

同事相处

领导与员工

海外出差

八小时外

Chapter 1

Interview

A: I don't mind working evenings during the week. And I enjoy driving. So, what's the phone number?

B: It's 7983-455.

Conversation 04

A: Jack, do you know what's wrong with Lucy? She looks so depressed.

B: She lost her job again.

A: What? She just found this one two weeks ago!

B: We should help her. How about hunting a job for her on the Internet?

A: That's a good idea. Then we have to write a resume for her.

B: I'll do it. You know I'm an expert of this field.

A: Can you tell me how to design a good resume?

B: Yes, you'd better confine your application materials to one page. That will be clearer.

A: Oh, I know it. Thank you.

Conversation 05

A: How did you hear about this position?

B: I got the information from www.humanresource.com.

A: Great! Do you know something about our company?

B: Yes. You are the leading company in the chemistry industry. Your products sell well in China. I think you've found China is a very profitable market.

A: Very good! Have you got any working experience in sales?

B: Yes. I have 5 years of working experience as a salesperson and I was a top sales person at ABC Co., Ltd. last year.

A: 平时晚上上班我不介意,而且,我喜欢开车。那么,联系电话是多少?

B: 7983 455。

A: 杰克,你知道露西怎么了?她看起来那么难过。

B: 她又失业了。

A: 什么?她两个星期前才找到的这份工作啊!

B: 我们得帮帮她。帮她在网上找份工作怎么样?

A: 那自然好。那我们就得帮她写简历了。

B: 我来就行。你知道我是这方面的专家。

A: 那你能给我讲讲如何设计一份好的简历呢?

B: 好吧。你最好把简历内容浓缩在一张纸上。那样看起来更清晰些。

A: 哦,我记住了。多谢。

A: 你怎么知道有这个职位空缺?

B: 我在中国人力资源网上看到的。

A: 很好!你了解我们公司吗?

B: 贵公司是化工领域的龙头企业。贵公司的很多产品在中国销售的很好。我想你们已经发现中国是个利润很大的市场。

A: 说得很好。你有销售方面的工作经验吗?

B: 我做过5年销售工作。去年,我还被评为ABC有限公司的销售明星呢。

A: You are very confident. I think I will arrange an interview for you with our general manager. Please email your application materials to the website of our job agency for enrollment. Within five days, you can check online to know the interview time.

Conversation Q6

A: Zhong You Company, this is Li Yong.
B: Hi. Mr. Li. My name is Wang Bing. And I'm calling to see if the Engineer position on the internet has been filled.
A: No, it is still open.
B: Great.
A: What kind of work experience do you have?
B: I have worked with the A Corp. for 5 years.
A: Really?
B: Well, I'd like to meet and talk with you.
A: That's great.

Conversation Q7

A: Is that Tasty Restaurant?
B: Yes. What can I do for you?
A: I'm calling about your advertisement on the internet for a waitress. Is the position still vacant?
B: Yes. May I know your name?
A: My name is Wei Ling.
B: Okay, Miss Wei, have you got any experience in restaurant service?
A: Yes. I did a part-time job at KFC last summer.
B: Good. You must know our working hours are very long.
A: I don't mind that.
B: Fine. Would you please be here at 10 a. m. tomorrow morning?

A: 你很自信。我会安排你和我们总经理见面。请将你的求职资料用电子邮件发到我们的人才招聘网站。5天之内你可以上网查询, 届时就知道面试时间了。

A: 中友公司, 我叫李永。
B: 嗨, 你好, 李先生。我叫王兵。我打电话是想知道, 网上提到的工程师职位是否已经请人了?
A: 还没有, 现在还空着呢。
B: 太好了。
A: 你有什么样的工作经验?
B: 我曾在A公司做过5年。
A: 真的吗?
B: 是这样, 我想和你见面谈谈。
A: 那太好了。

A: 是美味饭店吗?
B: 是的, 需要我为你做些什么吗?
A: 我打电话是想了解一下你们在广告上招聘服务员的事。这个工作是否还空缺着?
B: 是还空缺着。请问你的姓名?
A: 我叫魏玲。
B: 好的, 魏小姐, 你在餐馆服务方面有没有经验呢?
A: 有。去年夏天我在肯德基做过一份兼职。
B: 很好。你一定知道我们的工作时间很长。
A: 这个我不介意。
B: 好的。你明早10点到这儿来好吗?

Chapter 1

Interview

A: All right. I'll be there on time tomorrow.

B: I'll see you then. Bye-bye.

A: Bye.

A: 行，我明天准时到。

B: 那我们明天见。再见。

A: 再见。

Word Service Station 词语加油站



material

材料，原料

process

方法，程序，步骤

profitable

有利可图的



Unit 2 Work Experience

Unit 2 工作经验

Key Sentence Patterns 关键句型

- ① I used to work as a mechanic and I was responsible for the maintenance of all the company vehicles. 我以前干过修理工的工作，曾经负责维修公司的所有车辆。
- ② Because the company is far from home and I have to study after work, so I can't afford to waste time on the road everyday. 因为公司离我家很远，我下班后还得学习，所以我不能每天在路上浪费太多的时间。
- ③ I learned to be patient when dealing with customers' complaints and try my best to solve them. 我学会了在处理客户的抱怨时要有耐心而且要尽力为他们解决困难。
- ④ Sometimes we are very busy and need to work overtime. 有时候我们工作很忙，需要加班。
- ⑤ Would you like to tell me something about your outstanding achievements?
- 能给我谈谈你的突出业绩吗？
- ⑥ How would you evaluate the company you are with? 你将如何评价你现在的公司？
- ⑦ Do you have recommendations from your present employers? 你有目前这个雇主给你写的推荐信吗？
- ⑧ It takes me about two hours to get to work. Your firm is quite near my home — within walking distance. 我去那里上班路上大约要花两个小时。你们公司离我家很近，走路就到了。
- ⑨ Sometimes we have to work long hours if something important comes up, and we often work overtime. Would you be able to do that? 有时候，如果有重要的事情要处理，我们要长时间地工作，而且我们经常加班。你能行吗？
- ⑩ We'll inform you in writing within two weeks if you are accepted. 如果你被录用，两周内书面通知你。

Pop Conversations 热门话题

I Work Experience 工作经验

Conversation 01

A: What sort of experience do you have?

B: I used to work as a mechanic and I was

A: 你有什么工作经历吗？

B: 我以前干过修理工的工作，曾经负责维修

面试

办公室事务

白领礼仪

同事相处

领导与员工

海外出差

八小时外

Chapter 1

Interview

responsible for the maintenance of all the company vehicles.

- A: Where was your last job?
B: I worked in Chenming Paper Co., Ltd.
A: Why did you quit your last job?
B: Because the company is far from home and I have to study after work, so I can't afford to waste time on the road everyday.

Conversation Q2

- A: Do you have any work experience in this field?
B: Yes. After my graduation from university, I worked as an assistant manager in the Market Department for a joint venture. So I am familiar with marketing.
A: What have you learned from the jobs you have had?
B: I learned to be patient when dealing with customers' complaints and try my best to solve them; I learned at my previous jobs how to cooperate with my colleagues.
A: What would your present colleague say about you?
B: They would say I am reliable and hardworking.

Conversation Q3

- A: Can you say something about yourself and your past experience?
B: I have worked as a secretary in a trading company for 3 years. I interact well with peers, clients, and bosses. I thrive on challenge and work well in high-stress environments.
A: How are your typing and shorthand skills?
B: I can type 100 Chinese characters or take dictation in English at 150 words per minute.

公司的所有车辆。

- A: 你最近的一份工作是在哪个公司?
B: 在晨鸣纸业有限公司。
A: 你为什么要辞掉那份工作?
B: 因为公司离我家很远,我下班后还得学习,所以我不能每天在路上浪费太多的时间。

- A: 你有这个行业的工作经验吗?
B: 有。大学毕业后,我在一家合资企业做市场发展部经理助理,所以我对市场非常熟悉。
A: 那你从以前的工作中学到了些什么?
B: 我学会了在处理客户的抱怨时要有耐心,而且要尽力为他们解决困难。我还学会了如何与同事共同合作。
A: 你现在的同事会如何评价你呢?
B: 他们会说我是一个值得信赖并且刻苦工作的人。

- A: 你能介绍一下自己和你过去的经历吗?
B: 我在一家外贸公司做了三年秘书。我和同事、客户以及老板相处得非常好。我能应付挑战,而且在高压环境中也能工作很出色。
A: 你的打字和速记能力如何?
B: 我每分钟能打100个汉字,用英文速记每分钟150词。

- A: Sometimes we are very busy and need to work overtime. How do you feel about that?
- B: That is all right. But could you tell me how often and how many hours I should work overtime?
- A: It just depends. If we have important visiting delegations, you have to stay with us.

Conversation Q4

- A: What kind of jobs have you had?
- B: I have been a production manager.
- A: How many years have you worked as a production manager?
- B: Six years.
- A: Would you like to tell me something about your outstanding achievements?
- B: I had introduced an advanced product line from Japan in 2006, which increased the output and reduced the cost.
- A: How would you evaluate the company you are with?
- B: Although I could not say that everything is perfect there, I still appreciate very much what the company has given me, especially many chances.
- A: How would your colleagues evaluate you?
- B: They would say I am a responsible, intelligent and creative person with teamwork spirit.
- A: Do you have recommendations from your present employers?
- B: Yes, I have brought them with me. Here they are.

Conversation Q5

- A: Have you got any experience in advertising?
- B: Yes, I have been working in an advertise-

- A: 有时候我们工作很忙, 需要加班。你觉得如何?
- B: 没关系。你能告诉我加班的频率和时间长短吗?
- A: 这得看情况。如果我们有重要的访问代表团, 你必须同我们一起工作。

- A: 你都做过什么工作?
- B: 我做过生产经理。
- A: 你做了几年的生产经理?
- B: 6 年。
- A: 能给我谈谈你的突出业绩吗?
- B: 我曾经于 2006 年从日本引进了一条先进的生产线。这条生产线让产量得到了提高, 而且成本也降了下来。
- A: 你将如何评价你现在的公司?
- B: 虽然我不能说它尽善尽美, 但我仍然非常感谢它给了我很多, 尤其是许多机会。
- A: 你的同事会如何评价你呢?
- B: 他们认为我值得信赖、聪明、有创造力而且具有团队合作精神。
- A: 你有目前这个雇主给你写的推荐信吗?
- B: 可以。我已经带来了。给你。

- A: 你有广告方面的经验吗?
- B: 是的, 在过去的两年中, 我一直在一家广

ment company in the last two years.

- A: Which advertisement company did you serve?
B: Zero Advertisement Company.
A: What is your responsibility there?
B: Marketing promotion.

告公司工作。

- A: 你在哪家广告公司做事?
B: 零点广告公司。
A: 你在那主管什么?
B: 市场推广。

II Background and Experience

背景与经验

Conversation 06

- A: Something about your background and experience.
B: Well, I was born here and had my college education at the Institute of Commerce.
A: Have you done any office work before?
B: I worked as a junior clerk with a bank for two 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: Do you enjoy your work?
B: Yes, I do.
A: Then why have you applied for this job?
B: That's because of the journey. It takes me about two hours to get to work. Your firm is quite near my home — within walking distance.
A: Is that all?
B: Actually I enjoy doing something more challenging with better prospects and better pay.
A: Have you had any experience with computers?
B: Yes. I can process data through the computer.
A: That's fine. What about operating the fax and duplicator?
B: I can handle them without any trouble.
A: Sometimes we have to work long hours if something important comes up, and we

A: 谈谈你的背景情况和经历。

- B: 那好。我出生在这里，在商业学院念的大学。
A: 以前做过办公室的工作吗?
B: 我在一家银行里当过两年小职员。那是我的第一份工作。然后我去了 ABC 公司，在那儿当秘书，一直工作到现在。

- A: 在那家公司具体干什么?
B: 打字、接电话、安排会议，诸如此类的事情。
A: 你喜欢你的工作吗?
B: 是的。喜欢。
A: 那为什么申请这份工作呢?
B: 因为路程的问题。我去那里上班路上大约要花两个小时。你们公司离我家很近，走路就到了。

- A: 就这些原因吗?
B: 我其实喜欢做一些更有发展前途、工资比较优厚和更具有挑战的工作。

- A: 有过用电脑的经历吗?
B: 用过。我可以用电脑处理数据。
A: 很好。你会发传真和使用复印机吗?

- B: 没有任何问题。
A: 有时候，如果有重要的事情要处理，我们要长时间地工作，而且我们经常加班。你