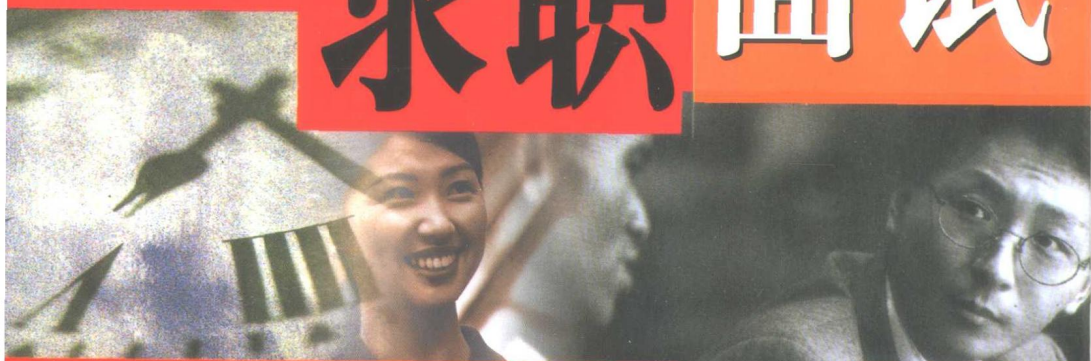




# 搞定英语 求职面试

## Interviewing



工作无国界，英语能力强，  
机会多多。就从学会英语求职面试开始，  
搞定自己的生涯！

30句面试最好用对语  
50个面试最常见问题  
80个表现个人特点的最佳字汇  
110个面试重点归纳



世界图书出版公司

作者◎[美] Dana Forsythe  
总编审◎王复国

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nterviewing

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总编审/ 王复国

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在找工作的过程中，面试是最重要的一部分。许多资历看起来似乎不怎么样的人，因为在工作面试中表现杰出，找到了好工作。然而也有许许多多的人资历看起来似乎很出色，却因为面试表现得很差，而与好工作擦肩而过。

面试要表现得好是需要准备的。求职面试需要一些特殊本领——同时还得具备专门的语言能力。找工作的人必须清楚这些是必备的条件。要用英语面试，找工作的人还需要其他的英语能力。本书会告诉你使工作面试顺利应具备的所有知识和技能。

英语是国际商业语言。大家都知道英语在台湾的商业中是非常重要的，这是因为台湾就是靠着与英语世界人士做生意而繁荣起来的。因此，许多在台湾的公司用英语面试——或至少有一部分的面试是用英语进行的。最后，在此献上的这本书，里面提供了你所需要的所有协助，以使你英语面试表现杰出。

愿这本书能帮助您找到理想的工作！

*Dana Forsythe*

# 作者序



The job interview is the most important part of the job search process. Many people with seemingly low credentials have obtained good jobs because of their excellent performance in job interviews. And many, many people with seemingly high credentials have missed good jobs because of their poor job interview performance.

Doing well in a job interview takes preparation. Interviewing requires specific abilities, and it demands both special knowledge and language skills. Job seekers must be aware of such prerequisites. To be interviewed in English, job seekers need additional English skills. This book provides all the knowledge and skills needed to perform successfully in interviews.

English is the language of international business. English is very important for business in Taiwan, as everyone knows, because Taiwan thrives on trade with the English-speaking world. So, many companies in Taiwan conduct interviews in English, or at least part of their interviews in English. Finally, here is a book that provides all the assistance anyone needs in order to have a perfect interview in English.

May this book help you find your dream job!

*Dana Forsythe*

## 序

随着台湾国际化的脚步愈来愈快，许多公司也愈来愈重视员工的英语表达能力。在此一前提下，英语面试俨然已成为一个不可避免的趋势。虽然很多人英“文”能力不错，求职应征时能以高分通过纸笔测验，但是往往却因为听、说能力太差铩羽而归，功败垂成，着实可惜。而令人诧异的是，纵使坊间各类英语学习书籍和教材琳琅满目，但是专门为英语面试编写，足以供参考的著作却付诸阙如。因此，本社特地邀请商用英语教学经验丰富的美籍作家 Dana Forsythe，针对须参加英语面试却不知如何做准备的国人编写了这本《搞定英语求职面试》。书中从自我评估到准备面试，从实际参加面试到面试后的追踪，作者都详尽地提出了他的建议。对于面试中常见的问题，作者也都提供了清楚的解说、回答技巧以及适合个人的一些可能的答案。另外，值得一提的是，本书还列举了面试应征者可以提出的一些问题。问该问的问题、又问得恰到好处也是能否被录用的一个关键。诚如作者所言，“练习再练习”乃制胜之钥。读者拥有了这本面试宝典后，只要反复练习，相信参加英语面试一定可以马到成功，无往而不胜。

王复国

# 本书特色及使用说明

本书内容以英文和中文双语呈现。英文用字浅显，语调轻松活泼；中文主要扮演辅助的角色，帮助读者有效掌握本书重点。本书的中文辅助功能说明如下：

## 1. Word List——重要单词

英文原文中实用的词汇皆整理在 Word List 中。

## 2. Key Points——段落大意

英文原文中会适时、随时插入 Key Points。这个部分是将原文的重点以中文归纳整理，读者先阅读英文的部分，之后再阅读 Key Points 中的大意，除了可以快速吸收文章精华，还可加深印象。

## 3. Remember the Principles——章节重点回顾

每个章节的最后都有 Remember the Principles。这个部分是将该章节的重点条列式整理，具提纲挈领及有效复习的功用。

## 4. Check It Out——非看不可

英文原文中会“适时地”插入 Check It Out，是作者额外要提醒读者的一些重要面试观念。

## 5. Useful Language——实用面试对话

这个部分是将面试常用的关键用语加以整理，并且教读者怎么用。

## 6. Checklists——面试清单和自我评量

这个单元安排在本书的附录中，又分为三大部分：

(1) Preparation Checklist 面试前准备清单

(2) Post-Interview Checklist 面试后清单

(3) Practice Evaluation Form 练习评量表

这个单元的设计，是将本书提过的面试前和面试后应完成的事项条列整理，除了有助于读者做面试准备工作，还提醒了读者有哪些事项尚未完成。



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## 面试前

# The Big Picture

**Are you ready to work hard to obtain your dream job?**

**If you are ready to work and to learn some useful (and fun) English, you will probably be successful.**

**Before we begin our work,  
let's understand exactly what we are working on.**

你准备好要努力争取理想中的工作吗?

如果你准备好来学一些实用的甚至好玩的英语,

你就会成功。

在我们开始之前, 先了解一下我们究竟要做什么?

# 1 WHAT IS THE INTERVIEW PROCESS?

## 面试流程是什么？

Interviewing is broader and deeper than many people realize. Think of interviewing as a process that begins when an employer decides to ask you to attend an interview and ends when he or she decides whether or not to offer you a job. On the employer's part, the interviewing process involves obtaining information about you. On the job candidate's part, interviewing involves presenting information about himself or herself, either directly or indirectly.

Sitting down at a table with an interviewer to answer questions is the most important part of the interview process, but it is just one part of the process. Both the employer and the candidate have important work to do prior to the interview and after the interview.

Good jobs are available for those who know how to work hard to obtain them. Most job seekers simply do not take the initiative or do the hard work that is necessary to do an excellent job at interviewing. In fact, about half of the people who

### Word List

- **candidate**  
[ˈkændɪdeɪt]  
n. 申请人
- **prior to**  
[praɪə tu]  
prep. 在...之前
- **initiative**  
[ɪˈnɪʃɪətv]  
n. 主动

apply for jobs are completely unprepared. If you follow the process presented in this book and work hard, you will have an advantage over the vast majority of job seekers.

所谓面试，是从雇主决定约你面谈开始，到决定雇用与否作为结束。面试前和面试结束都有重要的功课要做，不过很多人找工作时往往都不是很积极地做好面试前的准备工作，其实预先做功课是有好处的，只要善用本书提供的方法，好好练习，绝对可以为您在面试中的表现加分的。

## 2 GETTING STARTED

### 开始准备

The chapters in this book are basically presented in time order. They explain what to do *before* an interview, then what to do *during* an interview, and finally what to do *after* an interview. This presentation in time order will help you fully understand the interviewing process.

#### 2.1 TOOLS 工具

Along with this book, you need a pad of paper to take notes on, a pen or pencil, and your brain. Do you have all of these? If so, you are ready to begin. As you read this book, you need to do three things:

THINK

APPLY

PRACTICE

Think about what you read. Digest it. Analyze it. Then apply it. Take action on what you read. Don't wait for a week to act on what



you read; take action as soon as you can. If you wait too long, you will forget what you are supposed to do and how you are supposed to do it. After you take action, practice the skills you have learned. Keep practicing until you are proficient.

## Word List

- **proficient**  
[prəˈfɪʃənt]  
*adj.* 精通的；  
熟练的

## KEY POINTS

本书章节的安排乃按照面试进行的先后顺序，告诉你在面试前、面试过程中、面试结束后该做些什么。请记住三大要诀：思考、运用、练习。将本书提到的要点反复思考、加以分析、实际演练，这一部分的功夫做得愈扎实，对你的帮助会愈大。

## 2.2 ANSWERING MACHINE 答录机

You can start the interview process right now—this very moment. The process begins with your answering machine. If you do not have an answering machine, you need to buy one. An answering machine is a necessary part of the interviewing process. If an employer calls you to tell you that you have been selected for an interview, or to obtain some important information from you, you want to receive the message