



# 白领职场英语

会话与面试

*White Collar's English*

姚林生 编著



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# 前 言

本书特为白领和准白领而写,内容包含英语会话和面试。以中、美、英为会话背景是拙作的特色,其实用性是不言而喻的。

第一部分“会话”是为了(准)白领及英语爱好者尽快提高英语口语的实际能力,适应社会发展的需要而编写。课文英语经外国专家审阅,表达力求地道、活泼,内容符合白领及大学(毕业)生的需要,也符合出国工作或学习者的需要。

有不少白领因为在校时没有练好口语,在以后的工作面试中痛失了理想的机会,也有不少人因无法用正确的英语表达而给自己的涉外工作带来诸多不便和尴尬。

任何会话必须是思想、信息、感情的有意义的交流。有些人由于不了解英语国家的习俗而谈话不得体,这种不得体的语言往往不被英语国家人所理解,有的甚至因误解而造成严重后果。笔者根据多年从事外事工作的经验体会到在实际语言交际中,一些常用的语句往往包含着极其复杂的结构模式,绝不是“一句对一句”那样简单。本书会话部分以情景为纲,以语言的表达功能为素材,尤其以句型为学外语的捷径(每课中均附有句型供熟读背诵),使读者能针对一定的交际环境来使用语言。

第二部分是“面试”。如今,人才的作用和价值越来越被社会所重视,每个人都应该靠自身的素质和就业能力在寻找新职业的同时给自己一个新的人生定位,实现自身的价值。而参加人才交流洽谈会和求职面试是大有学问的,如果求职者掌握了一定的规则就可以逢凶化吉、摆脱困境,使成功的概率大大提高。本书列出的英语问答题均是笔者从英语国家精心收集所得,符合西方的思维方式和习惯,对面试的诠释包含了许多成功的诀窍,可作应试及出国参考。

姚林生  
2008年于复旦大学

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# 第一部分 会 话





# Unit 1

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## Will I Be Able to Get a Job?

### Scene I

*(Hillman learns a lot from experienced Mike about how to look for a job.)*

**Hillman:** Excuse me, sir. There are some interesting jobs in W. G. G. advertised in the newspaper. Could you give me a few hints on how to go about getting a job?

**Mike:** What kind of job do you want? According to the latest report, W. G. G. has offices in seven countries: the U. K. , France, Sweden, Japan, Italy, Australia and Canada.

**Hillman:** Any kind of white-collar jobs, just so I get paid. I've written to them but they haven't contacted me yet. I'm worried by their silence.

**Mike:** Don't worry. When did you post the letter? Last Wednesday? All right. So far as I know, a new office will be opened in Tokyo next month. Well, the important thing to do is to decide what kind of job you'll like, and go after it. You won't get very far if you go around looking for just anything.

**Hillman:** Really? I should think the more things I was willing to do, the better opportunity I'd have of winning something.

**Mike:** No, unless you look for something unusual, you will give the impression that you're not smart enough to do anything well, and the employer won't be interested that way.

**Hillman:** Yes, but sir, you know my parents are dead set against my going into art. They think I'd be better off if I went into merchandising. I never really understood it that way before.

**Mike:** If I were you, I'd follow your parents' advice. There are a few pointers I'd like to mention to you. You should make clear the interviewer's full name and title, and learn something about the interviewer: his personality, interests, area of responsibility in the organization, etc.

## Scene II

*(It's important for an applicant to write a correct letter.)*

**Hillman:** Thank you for your advice. It's good to know my letter was acceptable. It's sometimes difficult to answer a newspaper advertisement well.

**Mike:** I would say that your letter is probably one of the best they ever received. They are always amazed at the poor letters some people write when applying for a job — illegible in longhand and including many personal facts which are not important.

**Hillman:** I stated simply the names of several references in my letter. I also sent them copies of personal recommendations from my professors and former employer.

**Mike:** That's great. They're interested to see what kind of a worker your former boss thought you were. Then after the interview you'll hear from them soon, one way or another. As soon as they make their final decision, they will telephone you. Naturally many who applied don't have the qualifications they require, so they will have picked out the best replies for interviews. I hope your letter was among them. Now would you mind telling me the contents of your letter?

**Hillman:** No, certainly not. I wrote in this way:

Dear sir,

Your advertisement offers a most tempting job to a young man just out of college. I can't think of any job I'd like better than consumer research for a famous company like yours. I look upon it as a wonderful opportunity. I'm 22 years of age, make a good appearance and get along exceedingly well with people. I specialized in advertising and merchandising at New York University, from which I graduated in June, and I have some letters of recommendation from my instructors in these subjects. I should like to have

the opportunity to show them to you.

My first job was in Frederick's Company where I got a good basic training. I enclose a card addressed to myself, in the hope you will use it to tell me when to come for an interview or if you prefer calling, my telephone number is 63454898.

Yours faithfully

Hillman

### Scene III

(*A meticulous preparation would enable you to find a satisfactory job.*)

**Hillman:** Then sir, what would a good preparation be for the interview?

**Mike:** Well, good preparation will give the impression that you are knowledgeable, interested, resourceful, and will enable you to ask informed questions.

**Hillman:** If the appointment is made one week in advance, shall I confirm on the phone the time, place, and person I'm to see?

**Mike:** About the appointment you should confirm it in no less than 24 hours in advance. Now, what line of work are you going to get into?

**Hillman:** Working in a company sounds like a good possibility. I think I could handle it all right. Now how do I go about making a good impression to the interviewer?

**Mike:** You should be very fastidious about your personal appearance, which is the first impression an interviewer has about you, otherwise he won't even ask about your qualifications. You're expected to anticipate the questions you might encounter and prepare answers for questions about yourself, your specialty, and your research.

**Hillman:** Well, I think I'll pass as far as my dress is concerned. But, how should I act when I go into an office?

**Mike:** As naturally as possible, and be sure to look interested and alert. Be careful not to slouch. Don't smoke, and try not to shake your leg nervously while you're waiting.

### Word List

1. hint	[hɪnt]	n. 暗示
2. smart	[smɑ:t]	a. 伶俐的,敏捷的
3. unusual	[,ʌn'ju:ʒʊəl]	a. 不平常的,独特的
4. merchandise	[ 'mɜ:tʃəndaɪz]	vi. 经商
5. personality	[,pɜ:sə'næliɪtɪ]	n. 个性,品格
6. responsibility	[rɪ'spɒnsə'bɪliɪtɪ]	n. 责任
7. illegible	[ɪ'ledʒəbl]	a. 字迹模糊的
8. recommendation	[ 'rekəmen'deɪʃən]	n. 推荐,介绍
9. tempting	[ 'temptɪŋ]	a. 诱人的
10. specialize	[ 'speʃəlaɪz]	vi. 专攻
11. knowledgeable	[ 'nɒlɪdʒəbl]	a. 〈口〉有知识的,有见识的
12. resourceful	[rɪ'sɔ:sfʊl]	a. 足智多谋的,资源丰富的
13. fastidious	[fæs'tɪdiəs]	a. 过分讲究的
14. qualification	[ ,kwɒlɪfɪ'keɪʃən]	n. 资格
15. anticipate	[æn'tɪsɪpeɪt]	vt. 预期,期望
16. encounter	[ɪn'kaʊntə]	vt. 遭遇,遇到
17. speciality	[ 'speʃɪ'æliɪtɪ]	n. 专业
18. alert	[ə'lɜ:t]	a. 警觉的
19. slouch	[slaʊtʃ]	vi. 没精打采

### Useful Expressions

1. white-collar jobs	白领工作
2. get paid	有报酬
3. go after it	谋求
4. give the impression of	留下……的印象
5. follow sb's advice	听从某人的忠告
6. a few pointers...	〈口〉一些点子
7. apply for	提出申请
8. pick out	选出
9. what line of work	什么样的工作

### Notes

1. **go about getting a job**: 即将找份工作

这里的 go about = get to work at, 表示“做, 进行”。

about 在此用作“不久就要”, 后面常接不定式, 也有接动名词的, 可改成 go about to get a job。

2. **be dead set against**: 完全和……对立

dead 是副词, 表示“绝对地”。

3. **be better off**: 好一点

后面接用 if 引导的条件句, 与 be better off doing something 在结构上有所不同。

如: They think I'd be better off if I went into nursing. (他们认为我学护理会好一些。)

4. **as far as** 和 **so far as**

这两种说法在意义上没有分别, 都可以表示:

(1) “直到……为止”(指实际距离); (2) “直到……程度”(借喻); (3) “就……来讲”。一般而言, 肯定句中用 as far as, 否定句中用 so far as。在作“就……来讲”解时, as/so far as 后面常用 know, go, concern 等动词。如: As/So far as I know, he can speak only English. (据我所知, 他只会讲英语。)

### Sentence Patterns

1. There are some interesting jobs advertised in the newspaper.
2. Well, the important thing to do is to decide what kind of job you'd like, and go after it.
3. You should be very particular about your personal appearance which is the first impression.
4. I'm sure you won't have any trouble finding some reference to what you're looking for.
5. I'll bet there are a lot of other ads that always appear in the same section of the newspaper too.
6. I suppose I ought to try to get something in the business line since that's my major in college.
7. Well, if I were you, I would explain to them what therapists do.

*Exercises*

1. Fill in the blanks to complete the following dialogues with the colloquial expressions in the box below, change their forms if necessary.

cut back on; go along with; be tired of; be about time; for once; take into account; could use; put off; kind of; go to pot; bug(somebody); rub it in; run-down

- 1) Between husband and wife:

W: Don't you think it \_\_\_\_\_ we started looking for a new apartment? We \_\_\_\_\_ some more space. What do you say we go to look at those new apartment on Atlas Avenue?

H: Oh, C'mon, you know we can't afford to move. I mean, it's difficult to pay our bills now. Haven't we been trying to \_\_\_\_\_ our expenses since we bought the car?

W: I think we can \_\_\_\_\_ it. It won't be that much of an increase. Can't we just go over and take a look? How about it?

H: I really don't think it's a good idea.

- 2) Between two roommates:

A: Why can't we just take the basement apartment we looked at yesterday? It wasn't bad and besides, I \_\_\_\_\_ looking at apartments.

B: You must be kidding. I mean, that place was in such a \_\_\_\_\_ neighborhood.

A: Oh, I suppose you're right.

B: Now, listen to this. I found this ad, in this morning's paper: \$650 per month, bright 2-bed room...

A: \$650 a month! We can't afford it! When you \_\_\_\_\_ the utilities \_\_\_\_\_, it will be over \$700 a month.

B: Okay, okay. You're right.

- 3) Between two senior citizens:

A: I'm going jogging. How about coming with me?

B: No way!

A: Oh, C'mon. You \_\_\_\_\_ the exercise. You've \_\_\_\_\_.

B: Okay. You don't have to \_\_\_\_\_.

A: Well, why can't you come with me \_\_\_\_\_!

B: I don't think so. Maybe next time. I'm \_\_\_\_\_ tired today.

A: You're always \_\_\_\_\_ it \_\_\_\_\_! I'm \_\_\_\_\_ listening to your excuses. Can't you just try it once?

B: All right. I can see you won't quit \_\_\_\_\_ me until I go. You win!  
Let's go.

**2. Choose an appropriate short sentence from the following box to complete the dialogue.**

did your exam go well; you'd see what it's like; what did you do before that; I understand you've got a job; times are tough and jobs are scarce; why do you wish to change your job now; but he's such an intelligent man; would you get more money

1) A: I see from your application form you have worked as a waitress for three years. \_\_\_\_\_?

B: I found the job too hard and dull.

2) A: George, could you suggest where I could get a job?

B: Well, \_\_\_\_\_. If you are lucky, you can get a job waiting on tables.

3) A: Congratulations! \_\_\_\_\_. When do you start work?

B: You must be thinking of someone else. I'm still waiting for some good news.

4) A: Frank is always complaining about his job.

B: Maybe if you try waiting on tables \_\_\_\_\_!

5) A: So you're a teacher now. \_\_\_\_\_?

B: I was a typist in the office. It was all right at first, but I soon got fed up with it.

6) A: You are looking pleased. \_\_\_\_\_?

B: No, actually. But I just had a job offer for next year.

7) A: I like my present job very much. The people in my office are very nice and

my work is interesting.

B: What about the salary? \_\_\_\_\_? That would influence me if I had to make a choice.

8) A: I hear you're going to dismiss Jim this week. \_\_\_\_\_

B: I didn't say this week. But if he still doesn't apply his mind to the work instead of sitting around all day discussing politics, he'll find himself looking for a new job.



## Unit 2

### Job Interview

#### Scene 1

*(A university student, Binns, in economics tries to look for a temporary job, but fails.)*

**Manager:** Good morning. What can I do for you?

**Binns:** Are you the manager, sir? It's in regard to the Want Ad, in this morning's paper. I come in answer for an assistant sales manager.

**Manager:** I see. Won't you sit down and tell me your name, please?

**Binns:** Binns. I'm badly in need of employment. Is it possible to find the post of sales manager you advertised in this morning's paper?

**Manager:** Have you worked anywhere before? You look a little young for the position. What experience have you had?

**Binns:** I worked in a department store in Florida last Christmas vacation. I think my training and experience have put me in with a chance. I plan to work here until the first of September.

**Manager:** We're considering the appointment of a new manager. You think a sales manager's job appeals to you while you wouldn't plan to stay here permanently.

**Binns:** I'm now specializing in economics in university, and I thought I might get a vocational job that would tie in with my studies. Maybe later on I would stay much longer.

**Manager:** I'm afraid that wouldn't qualify you. I'm looking for an older man, quite fit for the job, familiar with salesmanship methods, capable of handing