



· 英语口语高频话题 ·

# 职场

## 英语

## 高频 话题

附赠超值  
mp3  
光盘1张

浩瀚等 编著

THE USEFUL ENGLISH  
TOPICS  
OF WORKPLACE



中国水利水电出版社  
www.waterpub.com.cn



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## 内 容 提 要

本书素材以“取自生活、源自生活”为基本原则,以语言的听说互动为基本学习方法,希望通过各种方式的训练帮助读者正确、有效、轻松、迅速地掌握日常工作中交流的表达技巧。

本书适用于希望提高英语水平的广大英语爱好者。

### 图书在版编目(CIP)数据

职场英语高频话题/浩瀚等编著. —北京:中国水利水电出版社, 2009

(英语口语高频话题)

ISBN 978-7-5084-6136-6

I. 工… II. 浩… III. 英语—口语 IV. H319.9

中国版本图书馆CIP数据核字(2008)第193572号

书 名	英语口语高频话题 <b>职场英语高频话题</b>
作 者	浩瀚 等 编著
出版发行	中国水利水电出版社(北京市三里河路6号 100044) 网址: <a href="http://www.waterpub.com.cn">www.waterpub.com.cn</a> E-mail: <a href="mailto:sales@waterpub.com.cn">sales@waterpub.com.cn</a> 电话: (010) 63202266 (总机)、68367658 (营销中心)
经 售	北京科水图书销售中心(零售) 电话: (010) 88383994、63202643 全国各地新华书店和相关出版物销售网点
排 版	北京浩瀚英语研究所
印 刷	北京市地矿印刷厂
规 格	145mm×210mm 32开本 11.375印张 470千字
版 次	2009年1月第1版 2009年1月第1次印刷
印 数	0001—5000册
定 价	<b>28.00元</b> (附光盘1张)

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## 前言

当今社会,国际间的商务往来愈加频繁,英语日益成为一种不可或缺的语言。而进入外企求职、工作的人也越来越多,但许多人由于不懂得交谈技巧或不明白中西方交际方式的差异,最终坐失良机。毫不夸张地说,许多人可以熟记几千词汇,可以津津乐道于语法知识,可以通过各种名目繁多的英语考试,可是他们却无法与外国人进行正常的语言沟通,更谈不上洽谈业务和商业谈判了。如何在最短的时间内突破英语口语瓶颈,摆脱英语会话能力不足的困境,是当前一个急需解决的问题。

本书在编写中特别设计了以下四大部分:

**1 先听为主:**在口语训练中,听是说的基础,说是听的目的,听力训练使读者在开口说之前,对对话中的关键字词及基本句型有了先入为主的感觉。

**2 多变表达:**以关键字词和基本句型为模板,使读者更易掌握句子的表达,一语多说帮助读者学会用更丰富的语言来表达意思,从而提高英语会话的水平。

**3 情景会话:**围绕话题提供不同的场景会话,让读者领略不同语境中的各种表达方式,并学以致用、灵活运用。

**4 熟背生巧:**只有通过反复操练,并亲身实践,才能熟能生巧。为此提供的时尚短篇,可以使读者在检测自己口语熟练程度的同时,巩固提高自己开口说英语的能力。

愿本书尤如新生的绿叶、含苞待放的花朵,给您的英语学习带来春天般的希望!



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# Chapter

## 1

Applying for a Job

申请工作



• 先听为主 • >



**A:** Hi, my name is Li Min. I was wondering if you have a part-time job available now.

**B:** Lucky dog! We happen to need a secretary, an opening at this time, but it is full-time.

**A:** Oh, great. Could you tell me a bit about the position?

**B:** You'd be responsible for answering the phones, taking messages and greeting guests.

**A:** I'd like to apply for that position.

**B:** Very good. Please fill out the application, and send it to our Personnel Department.

**A:** Yes, I'll do. May I leave my telephone number to you so you could get in touch with me when interview chance is available to me?

**B:** That's good. Tell me, please.

**A:** 13145784606.

**B:** Thank you. I'll tell you when and where to interview.

**A:** Thank you. Bye-bye.

**B:** Bye-bye.



**A:** Excuse me, sir. May I apply for the position of certified public accountant?

**B:** Sure. Please sit down. What university did you graduate from?

**A:** I graduated from Nanjing College of Commerce.

**B:** What was your major at college?



## 工作

### 职场英语高频话题

A: Accounting.

B: Can you name some of the courses you completed in relation to accounting?

A: Sure. I took such courses as accounting principles, commercial accounting, cost accounting, industrial accounting, electronic data processing accounting, and accounting involved in foreign capital enterprises.

B: What kind of work are you doing now?

A: I work as an accountant with IBM China Inc.

B: What are your responsibilities at your present work unit?

A: My work involves various routine bookkeeping and basic accounting tasks including journal entries, verifying data and reconciling discrepancies, preparing detailed reports from raw data, and checking accounting documents for completeness, mathematical accuracy and consistency.

B: Are you familiar with American-style accounting?

A: I think so. When I was at college, I worked as an assistant accountant with American General Electric China Inc for two summers.



## 多变表达



申请

Applying

### ① 贵公司职位有空缺吗?

**Are there any vacancies in your company?**

- Are there any positions vacant in your company?

### ② 我急需就业,这儿有可能找到工作吗?

**I'm badly in need of employment. Is it possible to find one here?**

- I need a job badly. Is it possible for me to find one here?

### ③ 你们有秘书的工作吗?

**Have you got any vacancies for a secretary?**

- Are there any jobs for a secretary?

### ④ 我想应聘那个职位。

**I'd like to apply for that position.**

- I want to apply for that position.

### ⑤ 我想找一份兼职工作。

**I am looking for a part-time job.**

- I'm want a part-time job.



⑥ 我想要一份申请表。

**I would like an application form.**

- May I have an application form?
- May I take an application form?

⑦ 贵公司能提供继续深造的机会吗?

**Does the company provide opportunities for further education?**

- Is there any opportunity for further education?

⑧ 请问你们需要小时工吗?

**Do you have any job for a part-timer?**

- Do you need any part-timers?

⑨ 你们有护士的工作吗?

**Are there any jobs for nurses?**

- Have you got a job for a nurse?

⑩ 我想知道你们是否需要专职水管工人。

**I'd like to know if you need any full-time plumber.**

- I was wondering if you need any full-time plumber.



**答复申请**  
Replying

① 这儿没有升迁的机会。

**There is no opportunity for promotion.**

- There isn't any opportunity for advancement.

② 你能熟练掌握英语吗?

**Can you speak fluent English?**

- Are you proficient in English?
- Do you have a good command of English?

③ 你会使用电脑吗?

**Can you use a computer?**

- Can you operate a computer?

④ 你叫什么名字?

**May I have your name?**

- What's your name?
- May I know your name?

⑤ 你是干什么的?

**What do you do?**

- What's your occupation?
- What's your job?
- What kind of job do you do?



#### 申请当会计

#### Applying to Be an Accountant

A: Good morning. My name is Wang Yang. I'm interested in the post of assistant accountant you advertised in yesterday's Evening Paper, and I want to apply for the position.

B: Oh, yes, we do have such an advertisement. And I'm glad that you are interested in the job. Now, would you begin by telling me something about yourself? What are your major courses in the university?

A: The main courses include Western Economics, Foreign Trade, Marketing, Financial Management, Accounting and Principles of Accounting.

B: Have you had any courses on computer?

A: Yes, I have. I've learned Computer Application. I can compile computer programmes myself.

B: Have you ever been involved in the accounting work?

A: Yes, I have. I was employed by the university after my graduation and I've been working at the financial section of the university ever since.

B: What about your English? Can you deal with bookkeeping and account-

A: 上午好。我叫王阳。我看了你们登在昨天晚报上的招聘广告,我对助理会计这个职位很感兴趣,并且希望申请这个职位。

B: 啊,是的,我们的确登了这样的广告。我很高兴你对这份工作感兴趣。现在,请你先谈谈自己的情况好吗?你在大学主修什么课程?

A: 主要课程包括西方经济学、对外贸易、市场营销、财务管理、会计学 and 会计学原理等。

B: 你学过计算机课程吗?

A: 学过。我学了计算机应用。我还能编一些计算机程序。

B: 你做过会计工作吗?

A: 是的。我毕业后一直在本校财务处工作。

B: 你的英语怎么样?你能毫无困难地用英语做簿记和会计工作吗?



ing in English with ease?

A: Well, I don't think there will be any problem. I passed the English Proficiency Test, Band Six.

A: 嗯,我想没问题。我通过了英语六级水平考试。

2 →

**申请当秘书**

**Applying to Be a Secretary**

A: What experience do you have with office machinery?

B: I know how to use the telex machine, the photocopier, and the word processor. By the way, I took a computer course in the university.

A: Very good, Any questions?

B: I'd like to ask about the salary if you don't mind.

A: OK. We normally offer a new secretary one thousand and five hundred yuan at the start, and some time later, a rise will be considered according to her ability and performance. She can also enjoy our company's health insurance programme.

B: I think I'll take the job.

A: It's been nice talking with you, Miss Li. We'll send you a letter by next week. Thank you for coming.

B: Thank you, Mr. Black. Goodbye.

A: 使用办公设备方面,您有什么经验吗?

B: 我知道如何使用电传机、影印机及文字处理机。顺便说一下,我在大学选修过电脑课。

A: 很好。有什么问题要问吗?

B: 如果您不介意我想问一下我的工资是多少?

A: 好的。我们给新秘书起点工资是1500元。一段时间以后,会根据她的能力和表现再考虑增加工资。她还享受本公司的健康保险计划。

B: 我想我会接受这份工作的。

A: 和您谈话真愉快,李小姐。下星期前我们会书面通知您的。感谢您能来。

B: 感谢您。布莱克先生。再见。



3 →

**申请做销售人员**

**Applying to Be a Salesman**

A: Good morning. Sit down, please.

B: Good morning. Thank you.

A: Welcome to the interview. Could you tell me your name please?

B: Of course. My name is Li Ming.

A: Would you tell me something about yourself first?

B: OK. Where would you like me to begin?

A: What about your educational background?

B: Well, I graduated from Institute of Commerce in July this year. My major is business administration.

A: Do you have any experience with sales work?

B: Yes, I do. When I was at college, I worked as a part-time sales person for a textile company for two years, where I was praised for my work.

A: What about your English? Ours is a joint venture, therefore, we need our staff with a good knowledge of English.

B: I passed the English Proficiency Test, Band six. This is my certificate. Besides, I won the second place in the school-wide English Speech Contest.

A: That's good. Do you like travelling? Our sales representatives do a lot of

A: 上午好, 请坐。

B: 上午好, 谢谢。

A: 欢迎你来面试。请告诉我你的名字, 好吗?

B: 当然, 我叫李明。

A: 请先谈谈你的情况, 好吗?

B: 好的, 你想要我从什么地方开始?

A: 谈谈你的教育背景, 怎么样?

B: 嗯, 我今年7月从商学院毕业。我学的是商业管理专业。

A: 你有销售工作方面的经验吗?

B: 是的。我在大学时, 为一家纺织公司做了两年临时推销员的工作, 我的工作受到该公司的赞扬。

A: 你的英语怎样? 我们是一家合资企业, 所以我们的工作人员英语要好。

B: 我通过了六级水平考试。这是我的证书。另外, 我在全校的英语演讲比赛中共获得了第二名。

A: 那好, 你喜欢出差吗? 我们的销售代表经常出差。





travelling.

B: Yes. I do. I like travelling very much.

A: That's fine. By the way, if you are hired, what salary do you expect?

B: To be frank, I don't know. But I am sure if I work well, you will be fair to me.

A: Of course.

B: Can I ask you a question?

A: Yes, please.

B: Do you provide housing?

A: Yes, And lunch is provided at cost in the cafeteria.

B: Very good. How soon could I know the result?

A: Whether you are accepted or not, we will let you know in a week.

B: Thanks.

A: Well, thanks for coming. Good-bye.

B: Good-bye.

B: 是的,我非常喜欢出差。

A: 那好。顺便问问,如果你被雇用,你想要多少工资?

B: 坦白地说,我不知道。但我相信,如果我工作好的话,你们是不会亏待我的。

A: 那当然。

B: 我可以问个问题吗?

A: 请吧。

B: 你们提供住房吗?

A: 是的。并且在自助餐厅还供应非盈利性质的午餐。

B: 很好。多久我才能知道面试结果?

A: 不管录用与否,一周内会通知你的。

B: 谢谢。

A: 嗯,谢谢你来面试。再见。

B: 再见。

4 →

申请做导游

Applying to Be a Tour Guide

A: Hello, Miss Li. Won't you sit down?

B: Thank you.

A: Now, you probably know that this interview is mostly to test your presence of mind in English, so just relax, and let's chat, shall we?

B: All right.

A: Let's start with this job. What got you interested in working for a travel

A: 嗨,李小姐,请坐。

B: 谢谢。

A: 现在,您大概知道这个面试主要用英文测验你的反应,所以只管放轻松,我们聊聊好吗?

B: 好。

A: 让我们从这个工作开始,是什么使您对在旅行社工作感兴趣?