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序言

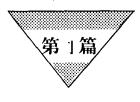
用英文面谈的场合,多半发生在求职、及申请留美签证时。在这种情况下,英文能力不仅成为被测试的对象,回答的好坏更直接影响面谈的结果。因此如何熟悉各种问话,以英语做适当的回答,便成为准备英文面谈最重要的问题。

针对上述需要,本书特别分类列举问题,并佐以实用的回答范例,好让读者做充分准备。此外,在问答之后还有实况会话,读者除了可以应用前面的问题,做进一步的模拟练习外,更可借此揣摩面谈情境,学习一般会话,进而增加临场信心。

本书的第五部分,是提供求职者在面谈 之前所需准备的自传、推荐函、及履历表等范 文。第六部分的美国政府组织问答,除有助于 读者对美国的了解外,也可视为一般常识。最 后希望本书能为您增加面谈信心,奠下成功 的基础。

编者





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第1篇

求职面谈 Job Interview

2

1 Introduction

Question

1 Name and examination number, please?

Answer

- Number 20. My name is Wang Zhiming.
- 2 Tell me a little bit about yourself, please.
- My name is Wang Zhiming and I live in Beijing. I was born in 1978. I am a student of Peking University. I have majored in public administration. I like traveling very much and enjoy sports. I am in the tennis club at my university.



介绍 1

《问》

《答》

- 应试号码。
- □ 请问你的名字和 ◇ 我是20号,王志明。
- 于你自己的事。
- ② 请告诉我一点关 ◇ 我叫王志明,住在北京,生于1978 年。我念北大,主修公共管理。我非 常喜欢旅行,也喜爱运动,在学校参 加网球社。



4 面试英语

2 Personal History

Question

Answer

- When were you born?
- ♦ July 25,1978.
- 2 What is your present address?
- 24 Baiwanzhuang Str. West District, Beijing.
- 3 Have you moved often?
- Yes, my family has moved twice. I lived in East District through primary (grade) school and junior high school and then in my second year of high school we moved to Haidian District and again we moved to West District when I started college. I've been there ever since.
- 4 Then when your family moved you had to change high schools?
- That's right. I transferred from a high school in East District to one in Haidian District.
- 5 Did you find it easy to adjust to a new school?
- Well, at first everything was so different, and I felt a little strange, but
 I made a lot of new friends and then it didn't seem strange anymore.

经历

《问》

《答》

- □ 你什么时候出生?
- ◇ 1978 年 7 月 25 日生。
- ② 现在住那里?
- ◇ 北京西城区百万庄大街 24 号
- ③ 你常常搬家吗?
- ◇ 是的,我家搬过两次。我小学和初中 都住在东城区,高二的时候搬到海淀 区,开始上大学时又搬到西城区。从 此就住在那里。

- 是不是得转学?
- ④ 那么你家搬了,你 ◇ 是的,我从东城的一所中学转到海 淀。
- 5 你觉得容不容易 适应新学校?
 - ◇ 呃,起初每件事都很难,而且我感到 有点陌生,但是我交了很多新朋友, 此后就似乎再也不陌生了。

Question

- 6 What school did you graduate from?
- 7 What schools have you attended?

- 8 Have you kept in contact with any of your friends from grade school?
- 9 Tell me something about your experiences in high school.

Answer

- ♦ I graduated from Peking University.
- ♦ I finished my primary school in 1984, and entered junior high school that same September. I graduated from there in July of 1986 and entered high school in September that year. I graduated in July of 1989, and that September I entered Peking University, where I'm studying now.
- ♦ Yes, it just happened that one of my friends from grade school is in my university, so whenever we see each other we talk about old friends.
- ♦ (Smiles) Well, I was in the gymnastics club, so the first thing that comes to mind is those long, hard practices! I was captain of the club for one year, and that was a really good experience, I think, trying to make the club better and stronger. I learned a lot from that.

《问》

《答》

6 你是什么学校毕 业的 ◇ 我毕业于北京大学。

团 你念过什么学校?

◇ 1984 年,我念完小学,同年九月进入 初中;1986 年七月初中毕业后,于九月又 上了高中;1989 年七月高中毕业,同年九 月就进了北京大学,也就是我现在念的 学校。

图 你有没有和任何小学同学保持联络?

⑨ 告诉我一些你在 高中的经历。 ◇ (微笑)好,我参加体操俱乐部,所以 我最先想到的就是那时长期的苦练!我 做了一年的队长,那实在是个很好的经 历;我想使这个俱乐部办得更好、更强。 我从中也学到了很多东西。

Question

Your application form says you were out of school for half a year during high school. Why was that? Were you ill?

So during that time you went to high school in the United States?

There was a year between the time you graduated from high school and you entered the university. What were you doing during that time?

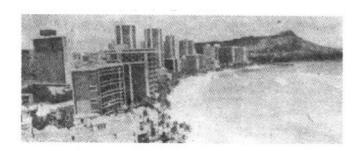
Answer

♦ Oh, no. My father's job took him to America for six months, and he decided to take the whole family along.

♦ Yes, it was just for a few months, but I attended Hollywood High school in Los Angeles.

♦ I attnded a college entrance prep school and studied for entrance exams.

♦ I took some time to do the things a person doesn't usually have time for. Mostly, I traveled.



《问》

10 你的履历表上说你高中的时候有半年离开学校,那是为什么?你生病了吗?

III 所以当时候你就在美国念高中?

12 你在高中毕业和进大 学中间的一年做什么?

《答》

◇喔,不是,我父亲的工作要他 去美国六个月,他决定带全家人 一起去。

> ◇ 是的,虽然只有几个月,但是 我在洛杉矶上好莱坞中学。

◇ 我进补习班准备入学考试。

◇ 我花了一段时间去做平常人 没有时间做的事,大多是旅行。

