





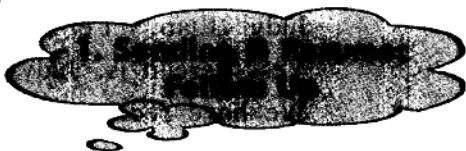
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SECRETARY: Can I help you?

JUDY: Yes. I sent in my *resume* at the end of last week.

I'm applying for the *accounts assistant position*.

SECRETARY: May I have your name please?

JUDY: My name is Judy Liao. That's spelled L I A O.

SECRETARY: ... And did you have some *specific* questions about your *application*?

JUDY: Not really.

I was in the *neighborhood*, and I just wanted to stop in to see if you *received* my resume.

SECRETARY: Oh, that's no problem. Just



give me a moment, and I
can check.

Judy Liao. Let's see...

Yes, here it is. Judy Liao.

We have received your re-
sume.

JUDY: Thank you.

SECRETARY: Is there anything else I can
help you with?

JUDY: Yes, maybe. The ad in the news-
paper said you wanted the resume,
a cover letter, and two letters of
recommendation.

I included those things in the *enve-
lope*. Is there anything else I
should send?

SECRETARY: No, that is all we need. If
we have those things includ-
ed, that is *sufficient*.

JUDY: Do you know when they will start
setting up interviews for the job?

SECRETARY: I'm not really sure about
that. But I know we are

still receiving resumes.

Maybe after a week or two
they will start calling *applicants*.

JUDY: I see. Well, thank you very much
for helping me. You have been
very helpful.

SECRETARY: If you have any *further*
questions, you can call any
time.

JUDY: Thank you.

SECRETARY: Thank you. Goodbye.

send in

提出,送出

I sent in my report last week.

我在上星期送出了我的报告。

at the end of

在……尽头

I will go to America at the end of the month.

这个月底我将要去美国。

apply for

申请

I'm applying for a skiing course.

我正在申请滑雪课程。

set up

设置,建立

They set up a tent in the camping area.

他们在露营区搭起了一个帐篷。

secretary[ˈsekrətri] (n.) 秘书, 书记官
 résumé ['rezju(:)mei] (n.) [法] 履历表
 apply[ə'plai] (v.) 申请, 请求
 account[ə'kaunt] (n.) 会计, 报告
 assistant[ə'sistənt] (n.) 助理
 position[pə'ziʃən] (n.) 职位, 位置
 specific[spi'sifik] (adj.) 特殊的, 特定的
 application[æpli'keiʃən] (n.) 申请, 应用
 neighborhood['neibə,hud] (n.) 附近地区
 receive[ri'si:v] (v.) 收到
 recommendation [ˌrekəmen'deɪʃən] (n.)
 推荐
 envelope['envələup] (n.) 信封, 封套
 sufficient[sə'fɪʃənt] (adj.) 充分的
 interview['intə:vju:] (n.) 面谈, 会晤
 applicant[ˈæplikənt] (n.) 申请人, 应征者
 further['fə:ðə] (adj.) 更远的, 更多的



2. Job Interview

ALEX: I can see by your resume here that you studied business *administration*.

MORGAN: That's right.

ALEX: So I wonder why you want to work for a newspaper.

MORGAN: I did reporting for the university newspaper at my school.
And I've always been very interested in *journalism*.

ALEX: But journalism—it's a very different *profession* from administration.
You know a lot about administration.

Why don't you choose to work for a company looking to training

managers?

MORGAN: I studied administration, yes,
but I am more attracted to
writing articles.

I want to use my *knowledge* of
business to write *financial*
news.

ALEX: A new reporter must expect to
work many hours.

MORGAN: I know that the profession *re-*
quires dedication.

ALEX: You should expect to work more
than fifty hours a week.

And there is a lot of *pressure* in
this job.

You have to get stories in by the
deadline.

You have to be very *independent*.
You have to know how to arrange
things by yourself.

MORGAN: I know that beginning reporters
work many hours.

I am very willing to take on the



challenge.

ALEX: May I ask how well you know the city?

MORGAN: I grew up here.

ALEX: But you went to college in Maine.
So you haven't lived here for almost five years, yes?

MORGAN: Yes, that's true. But I grew up on the north side of town.
And I know this city very well.
I have no trouble getting where I need to go.

ALEX: That's good. Because if you're hired, we will be sending you everywhere.
The job is in the city news *department*.

MORGAN: Yes, I'm aware of that.

ALEX: Judging by the stories you gave us, I'd say your writing is very good.
Have you written things other than newspaper stories?

MORGAN: I have *experience* writing news-

letters for a health club.

I mentioned that in my resume.

ALEX: You did that while you were in school?

MORGAN: Yes.

ALEX: Oh, yes, I see it. Well, I think our interview is *complete* then.

Are there any questions you would like to ask me?

MORGAN: No, not at the moment.

ALEX: All right, then. We will *probably* be giving you a call in ten days or so.

I have to interview several more people.

MORGAN: Thank you, Mr. Jones.

look to

期待, 盼望, 依赖

She looks to her parents for support.

她盼望父母的支持。

more than

多过,比……更

Wine costs more than beer.

老酒比啤酒花费更多。

take on

接受,承担

He is always willing to take on extra work.

他总是愿意承担额外的工作。

judge by

从……来判断

You should not judge people by their appearances only.

你不应该只从外表来评断人。

be aware of

知道的,觉察的

The government should be aware of the problems in society.

政府应察觉到社会上的问题。

administration[əd,mini'streɪʃən] (n.) 管理,行政

journalism['dʒə:nəlizm] (n.) 新闻业,传播业

profession[prə'feʃən] (n.) 职业,声明

knowledge['nɒlɪdʒ] (n.) 知识,经验

financial[fai'nænfəl] (adj.) 金融的

require[ri'kwaɪə] (v.) 需要

dedication[dedi'keɪʃən] (n.) 献身(精神)

pressure['preʃə] (n.) 压力,压迫

deadline['dedlaɪn] (n.) 截止日期

independent[ɪndi'pendənt] (adj.) 独立的

challenge['tʃælɪndʒ] (n.) 挑战,考验

department[di'pɑ:tmənt] (n.) 部门,系,科,所

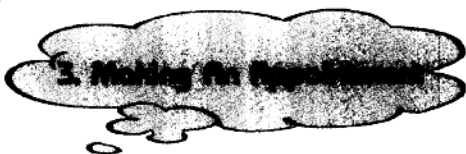
aware[ə'weə] (adj.) 注意到,意识到

newsletter['nju:z'letə] (n.) 时事通讯,时事分析

complete[kəm'pli:t] (adj.) 完整的,彻底的

probably['prɒbəbli] (adv.) 很可能





LAURA: Excuse me, can you tell me which
is Bob Rice's office?

ANDREA: Sure. It's the third office down
this hall. Are you looking for
Bob?

LAURA: Yes. He told me to come by this
morning.

ANDREA: I'm scrry, but he's not in the
office now. Do you have an
appointment?

LAURA: An appointment?

ANDREA: Yes. What time did he *expect*
you?

LAURA: He said I should come by this
morning. He didn't give me a
time.

He said I could come any time

before noon.

ANDREA: I see. He's usually here on
Tuesday mornings...

LAURA: Today is Tuesday.

ANDREA: I know. He's usually here, but
today he went out to a site on
the East side.

LAURA: That's too bad. I need to *discuss*
these plans with him.

ANDREA: Why don't you make an ap-
pointment for later in the
week?

LAURA: All right.

ANDREA: He's here on Tuesdays,
Wednesdays and Fridays.
What day did you want to see
him?

LAURA: Friday is good.

ANDREA: Morning or afternoon?

LAURA: Morning.

ANDREA: I can put you down for ten
o'clock. Is that all right?

LAURA: Yes. My name is Laura Wills.



ANDREA: All right. I have you down for
ten AM this Friday.

LAURA: Thank you.

ANDREA: You are welcome.

look for

寻找, 期待

Are you looking for Mr. Wang?

你在找王先生吗?

come by

经过, 获得

I came by a department store this morn-
ing.

今天早上我经过一家百货公司。

put down

写下, 减缩

Put down your address on this form.

把你的住址写在表格上。