

本书附
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行业英语速听速成丛书

外企英语

Master English for Foreign Companies

卢方玲 编著



天津科技翻译出版公司 天津外语音像出版社



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前 言

现如今大家最为关心的话题之一就是大学毕业生就业形势相当严峻,而且是越来越严峻。越来越多的毕业生拥挤在城市人才市场已经是不争的事实。如何让自己脱颖而出呢?除了牢固掌握本专业知识外,还应尽快确定自己的职业目标,并为这个目标及早做好准备。

各种调查统计资料都表明,一些知名的欧美外企始终是职场中人向往的圣地。经年的积累、成熟的体系、不变的口碑,都是人们选择外企的理由,这也是外企职位常年吃香的原因所在。那么,职场中人怎么才能如愿呢?大家都知道,掌握英语并不是进入外企的充分条件,但毫无疑问的是,不能熟练掌握英语是绝对难以立足外企的。

本书即为那些刚刚进入、即将进入或希望进入外企,实现心中外企白领理想的朋友们编写。书中内容涵盖日常外企工作的方方面面,结构紧凑,语言简洁实用。希望能成为朋友们开始外企工作的得力小帮手。当它完成自己的使命时,相信你已经完全适应外企职场,并逐渐走出了自己的广阔天地!

本书写作过程中取材广泛,出处未一一注明,在此谨向有关书的著作者们致以诚挚的谢意!

编者

目 录

Chapter 1

Job-Interview 面试

1. Educational Background 教育背景	2
2. Understanding about the New Job 对新工作的了解	6
3. Work Experiences 工作经历	8
4. Plan about Career 职业生涯规划	12
5. Reasons for Resignation 离职原因	14
6. Personality and Ability 性格与能力	16
7. Hobbies 爱好	19
8. Facing Pressure 面对压力	21
9. Remuneration 薪金	23
10. Ways to Contact Us 联系方式	25

Chapter 2

Office English 办公室礼仪英语

1. The First Day You Go to Work 上班第一天	28
2. Ways to Call Others 怎样称呼对方	31
3. Ways to Get along with Colleagues 怎样与同事相处	33
4. Apologies 道歉	35
5. Gratitude 致谢	38
6. Ways to Talk to Boss 如何同上司对话	40
7. Reservation 预约	43
8. Say Good-Bye 再见	46

9. Asking for Leave 请假	48
10. Covering for Others 代班	53

Chapter 3

Telephone English 电话英语

1. Receiving the Call 如何接听电话	56
2. The People you Call is not in 要找的人不在	57
3. The People you Find is Busy 要找的人正忙	62
4. Poor Connection Quality 通话质量不好	64
5. Other Situations 其他情况	66
6. End up Calling 结束通话	68
7. International Call 国际长途电话	69

Chapter 4

Office Sundries 办公杂务

1. E-mails 电子邮件	74
2. Faxes 传真	76
3. Coping 复印	77
4. Letters 信件	79
5. Office Supplies 办公用品	81
6. File Management 档案管理	83

Chapter 5

Business-Trip 出差

1. Booking Tickets 订票	86
2. Changing Reservation 更改预订	89
3. Booking Rooms 订旅馆	91
4. Trip Arrangement 行程安排	92
5. Boarding 登机	96

6. Entrance 入境	98
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Chapter 6

Personnel Management 人事管理

1. Promotion 晋升	102
2. Raise in Pay 加薪	104
3. Demotion 降职	106
4. Reduction 扣薪	108
5. Resignation 辞职	109
6. Reduction in Personnel 裁员	111

Chapter 7

Chatting 闲谈

1. The Market Competition 谈企业竞争	116
2. Job 工作	118
3. Overtime 加班	119
4. Transference 谈调动	120
5. Hobbies 爱好	121
6. Sports 体育活动	122
7. Health 保健	124
8. Holiday 度假	126
9. Festival 节日	128

Appendix 附录

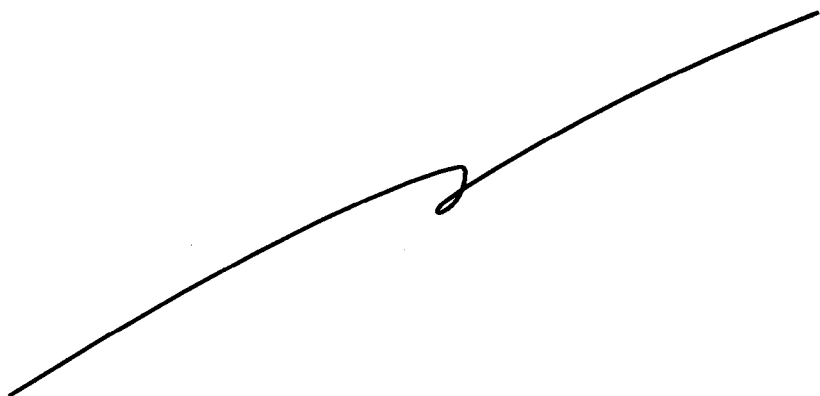
1. Major World Festivals 世界主要节日	132
2. Glossary for Airport 机场词汇	133
3. Glossary for Office 办公用品基本词汇	138
4. Glossary for Personal Characters 描述才能的常用词汇	139
5. Glossary for Resume 写简历的常用词汇	143

6. The Names for Posts 职务、职位的正确表达	153
7. The Names for Companies and their Departments 常见公司、企业部门名称.....	157
8. Write English Resume 如何写英文简历	159

Chapter 1

面 试

Job-Interview



要想进入外企,面试这一关是躲不过的。在面试之前该怎样准备,在面试中会遇到何种问题,怎样用英语从容应对,本书的开篇第1章就会告诉你答案。

1. Educational Background

教育背景

Useful Expressions

Of the classes you took, which ones would be most useful for you if you took this position?

如果得到这份工作,你认为在你学过的课程中,哪些课程会对你帮助最大?

How do think the education you've received will contributed to your work in this company?

你认为你所受的教育将如何帮助你在本机构工作?

My statistics class were my favorite classes. I enjoyed analyzing numbers and performing calculations. Working as a resear cher for your organization would be exciting because I would get to apply statistics to the development of useful products. So, I would gain enjoyment as well as a sense of purpose.

我最喜欢上统计学课。我非常喜欢分析和计算数字。在你们机构中成为研究会令人兴奋,因为我能将我学的统计学课内容应用在产品开发中。所以,我认为我会从工作中获得快乐和成就感。

Dialogue 1

A: Which university did you graduate from?

你毕业于哪所学校?



B: I graduated from Tianjin Foreign Studies University. I have learned English there for four years.

我毕业于天津外国语学院，学了四年的英语。

A: What's your major in university?

你的专业是什么？

B: English.

英语。

A: Which course do you like best?

你对哪一门课最感兴趣？

B: I'm very interested in Oral Interpretation. And I think it is very useful for my present job.

我对口译课特别感兴趣。我认为它对我现在的工作非常有用。

A: How are you getting on with your studies?

你的成绩如何？

B: I am doing well at school.

我在学校成绩很好。

Dialogue 2

A: How were your grades at college?

你读大学时成绩如何？

B: They were all above average.

都在平均水平以上。

A: What scores did you get at college?

什么分数？

B: They were above average B.

都高于 B 级。

A: Did you get a good record in English?

你英语成绩好吗？

B: Yes, I obtained 82 marks in English.

好，我英语得了 82 分。

A: Which band did you pass in College English Test?

大学英语考试你通过哪一级了?

B: I passed Band Four in College English Test.

我通过了大学英语四级考试。

A: In which subject did you get the highest marks?

你哪个科目得的分数最高?

B: In macroeconomics.

宏观经济学。

A: Tell me the courses you have completed in school and what is your favorite subject?

告诉我你在学校所学的课程和最喜欢的科目是什么?

B: My major is banking. Courses covered are as follows: Banking operations, banking and computers, loans, letters of credit, savings, foreign exchange, telegraphic transfers, remittances, financial systems in the west. And financial systems in the west is my favorite one.

我的专业是金融学。涉及的课程有以下几门:银行业务、银行与计算机、贷款、信用证、储蓄、外汇兑换、电汇、汇款、西方金融制度。其中西方金融制度是我最喜欢的。

A: Were you in a leading position when you were a college student?

上大学的时候,你做过学生干部吗?

B: Yes, I was president of Student Union of our university, and I joined the Communist Party of China in my senior year.

担任过,我曾担任学校的学生会主席,并且在大四的时候加入中国共产党。

A: Did you get any honors^① or rewards^② at your university?

你读大学时有没有获得过什么荣誉和奖励?

B: Yes, I got the university scholarship^③ in 1999-2000 academic year.

有,我在1999~2000学年度获得了大学奖学金。

A: Were you involved in any club activities?

你有没有参加过什么社团活动?



B: Yes, I was in the chess club for three years. Playing chess cultivated^④ my patience and perseverance^⑤.

参加过。我曾参加过三年国际象棋俱乐部。通过下棋培养了我的耐心和毅力。

A: Is there anything you regret not having done or would like to have done differently at college?

读大学时有没有未尽之事令你遗憾，或者你想以不同方式去做的事情？

B: I devoted almost all my time to my studies, and laid a good, solid foundation^⑥ of my major area. And that was good, I think. But I think probably it would have been better if I had gotten a little more involved in extracurricular^⑦ activities.

我几乎全身心地投入学习，在我的专业领域打下了一个良好的和坚固的基础，我认为这是好的。但我觉得，如果能再多点业余锻炼，那会更好。



Words List

- ① honor *n.* 尊敬, 敬意, 荣誉, 光荣 *vt.* 尊敬, 给予荣誉
- ② reward *n.* 报酬, 奖金, 奖励 *vt.* 酬劳, 奖赏
- ③ scholarship *n.* 奖学金, 学问, 学识
- ④ cultivate *vt.* 培养, 耕作
- ⑤ perseverance *n.* 坚定不移, 毅力
- ⑥ foundation *n.* 基础, 根本, 建立, 创立, 地基
- ⑦ extracurricular *adj.* 课外的, 业余的

2. Understanding about the New Job

对新工作的了解

Useful Expressions

Why do you want to work for us?

你为什么想为我们工作?

Why do you come here for a job?

你为什么到这儿来应聘?

I read the last three annual reports of your company, and of course I have thoroughly^① gone through your web site. Your company is a leader in domestic distribution of farm products.

我阅读过贵公司过去三年的年报,当然我也仔细地研究了贵公司的网站。贵公司在国内农产品配送方面处于领先地位。

From your job advertisement, I know that you need someone who is proficient^② in English, because the Manager's Assistant must communicate with clients in the United States and Europe.

从贵公司的招聘广告中,我得知你们需要精通英语的人,因为经理助理需要同美国和欧洲客户交流。

Because your company has a good sales record.

因为你们公司有良好的销售记录。

Because your operations are global, so I feel I can gain the most from working in this kind of environment.

因为你们公司的运作是全球化的,我觉得在这样一个环境中工作会得到最大的收获。

Because I can learn new things in your company, at the same time I can offer my services to you.

因为我可以在贵公司学到新的东西,同时能为你们提供服务。



Your company has a good reputation^③ in the industry, and it is growing. I want to work for a company that can utilize my talents and abilities. It seems that your company can challenge my abilities and provide a good opportunity for professional growth.

你们公司在这个行业的声誉很好,而且还在发展。我想为贵公司工作的原因是我能够展现我的才干和能力。贵公司能激发我的能力,并为我的职业生涯提供很好的机会。

Dialogue

A: Tell me what you know about our company please.

请告诉我对于本公司你知道些什么。

B: Well, the company was founded in New York in 1950. It has 1 billion dollars in capital; it employs 5,000 people, and it is the largest company in its field in the States.

好的。公司于1950年在纽约创立。资本额为10亿美金,共有5000名雇员,是美国同行业中最大的企业。

A: What do you know about our major products and our share of the market?

关于本公司的主要产品和市场份额你知道些什么?

B: Your company's products are mostly marketed in Europe and the United States, but particularly has sold very well in China. So I think in the future you'll find China to be a profitable market as well.

贵公司的产品主要在欧洲、美国市场销售,但是在中国市场的销路也非常好,所以我想你会发现中国也是一个容易赚钱的市场。



Words List

- ① thoroughly *adv.* 十分的, 彻底的
- ② proficient *adj.* 精通的, 熟练的
- ③ reputation *n.* 名誉, 名声

3. Work Experiences

工作经历

Useful Expressions

University major in computer science, three years of part-time work in a computer software company.

在大学主修计算机科学, 在计算机软件公司兼职三年。

Educational background in business administration with a major in secretarial science and two summers of full-time work experience. Working knowledge of all common office machines.

有工商管理的学历, 主修秘书学, 有两年暑假的全职工作经验。掌握了办公室所有常用机器的运用知识。

Four years of experience in marketing, in addition to a bachelor's degree in management with major in marketing. Like to be challenged with a responsible^① job.

除了主修市场学的管理学士学位, 还有四年的市场营销经验。喜欢迎战责任重大的工作。



Three years of successful job experience ranging from sales responsibilities to management of marketing department. Adaptable^②, versatile^③, industrious^④.

三年的成功工作经验,范围从销售职责到市场部门的管理。适应性强,善于变通,还勤奋。

Special training in accounting at a College of Commerce and three years of practical experience in accounting environment. Enjoy working with people. responsible and reliable^⑤.

在一家商学院接受会计方面的专门培训,并有三年在会计部门工作的实际经验。喜欢和别人一同工作,负责可靠。

Five years' working experience in teaching English at a middle school coupled with educational background specialized in English Instruction at Beijing University. Ability to listen and sensitivity^⑥ to the needs of students.

有五年在中学进行英语教学的工作经验,加上在北京大学专攻英语教学的学历背景。能倾听学生意见,迅速了解学生的需求。

Good university education with English as my major combined with practical experience in translating business documents. Worked as an interpreter^⑦ in America for a Chinese investigation group for three months.

良好的大学教育,主修英语,加上翻译商务文件的实际经验。为中国考察团在美国当过三个月的译员。

Assistant to the General Manager of a company. Handled the itinerary schedule of the general manager. Met clients as a representative of the corporation. Helped to negotiate^⑧ a \$5,000,000 deal for the corporation.

一家公司总经理助理。安排总经理的外出计划时间表。作为公司代表接见客户。协助公司谈成了一笔500万美元的交易。

Secretary to the president of a company. Responsibilities^⑨: Receiving visitors, scheduling meetings, taking and typing dictation, writing routine