



English Talk-Show

Job-hunting

◎ 浩瀚 主编

脱口说英语丛书

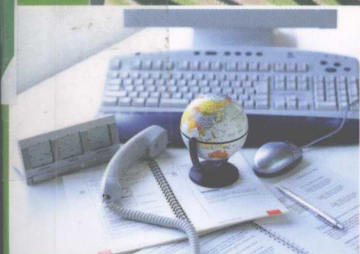


求职

英语

脱口说

地道英语 脱口而出



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脱口说英语丛书

求职英语脱口说

Job-hunting English Talk-Show

主 编 浩 瀚

编 委 陈 丹 姚 青 陈伟华 李 红
赵修臣 李庆磊 蔡 丹 宋美盈
王亚彬 李林德 潘永亮 王应铜
尹晓洁 赵秀丽 马 迅 刘梓红
徐光伟 武 平 何 冰 余燕南
王 艳 廖志谦 高化文

策 划 北京浩瀚英语研究所

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网 址 <http://www.stdph.com>

E-mail: stdph@istic.ac.cn

策 划 编 辑 李 洁 崔 岩

责 任 编 辑 崔 岩

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内 容 简 介

随着外资企业纷纷落户中国,用英语进行面试日益普遍,成为越来越多企业考察求职者英语能力的一种手段。如何熟练地掌握英语面试技巧,成为提高职场竞争力的当务之急。

本书针对这些现实应运而生。内容包括:面试之前、面试话题、电话求职、(求职)其他情况、鲜活范例五大部分,每部分分若干单元,每单元都脱口而出、触类旁通、对答如流、鲜活词汇四个部分。鲜活的语句、地道的表达、实用的情境,一定可以在英语面试时助您一臂之力。

科学技术文献出版社是国家科学技术部系统唯一一家中央级综合性科技出版机构,我们所有的努力都是为了使您增长知识和才干。

前言

PREFACE

在竞争激烈的今天,就业压力越来越大,常常是数十人争取一个职位。随着外资企业纷纷落户中国,用英语进行面试便日益普遍,这也成为越来越多企业考察求职者英语能力的一种手段。由于大部分求职者对英文面试较为生疏,即便是英文能力很强,也往往因为不懂英文面试技巧和面试主要流程而与优质工作失之交臂。针对这些现象,我们精心编写了此书。

本书内容包括:面试之前、面试话题、电话求职、(求职)其他情况、鲜活范例五大部分。内容编写主要达到两个目标:

一是帮助读者掌握英语面试常用的一些问话及应答表达方法,让面试时的回答方式更富有变化,随着情境自由延伸活用。二是让读者了解面试的性质和整个过程,以及一些面试应付策略与注意事项,做到临危不乱,得体应对。

在编排上,本书突出如下特点:

脱口而出:网罗流行、实用的句子;

触类旁通:一语多说,多种表达,举一反三;

对答如流:经典贴切的对话,打造完全符合读者的语言环境;

鲜活词汇:收录了生动的与本单元相关的词汇。

活用本书可帮助您轻松入职外企,更可展示您的专业形象,使您的事业一帆风顺。

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Chapter 1

Before
the interview

面试 之前

Unit 1

Job-hunting Advertisement

招聘广告



1

Talk Show

脱口而出

Placing an Ad 登广告

1. We should place an ad in the paper.
我们应在报纸上刊登招聘广告。
2. Have you thought about placing an ad online?
你想过要在网上刊登招聘广告吗?

- ③ I've had good responses from the Beijing Times' job - seeking ads.

以前我们曾在《京华时报》上刊登招聘广告,反应不错。

- ④ I suggest posting the ad Friday though Monday.

我建议把广告从星期五登到下星期一。

- ⑤ Should I post the advertisement on the Internet?

我要不要在网络上登广告?

- ⑥ Are we going to place the ad in the trade magazines and the newspapers?

我们要在商业杂志及报纸上登广告吗?

Talking about Ad 谈论广告

- ① Can you give me any information about the job advertised in today's morning post?

你能告诉我早报招聘广告的内容吗?

- ② I'm reading an advertizement in People's Daily.

我正在看《人民日报》上的广告。

- ③ Do you think the job-seeking advertisements are true in this newspaper?

你认为这家报纸登的招聘广告真实吗?

- ④ I noticed your advertisement in the last week's paper. I am ringing to ask whether I can...

我看到你们刊登在上周报纸上的广告。我打电话想问一下我是否能……

Requirements of the Ad 招聘广告中的要求

- ① Bachelor or above degree with major in Computer Science or equivalent.

计算机科学或相关专业毕业,学士或以上学位。

- ② Requires minimum two years experience in business admin-

istration/accounting/finance.

要求至少具有 2 年工商管理/财会/金融方面的工作经验。

3. English wordprocessor capability preferable.

有英语文字处理能力者优先。

4. Under 30 years old.

年龄在 30 岁以下。

5. Willing to have frequent travel.

愿意经常出差。

6. Be able to contribute and advise on issues related to hiring and recruiting in Shanghai city.

能对在上海进行招聘和雇佣员工等相关问题提出建议并做出贡献。

2

Comprehend by Analogy

同类旁通

► 你能告诉我为什么你答复了我们的广告吗?

○ Can you tell me why you replied to our advertisement?

○ Can you tell me why you responded to our advertisement?

○ Can you tell me why you answered our advertisement?

► 他正在物色人才。

○ He is looking out for talents.

○ He is scouting for talents.

○ He is looking for qualified persons.

○ He is choosing talents.

○ He is seeking out a person of ability.

► 他一直在找工作。

○ He has been seeking employment.

○ He has been looking for work.

○ He has been looking for a job.

○ He has been hunting for work.

► 他走后谁来顶替他?

○ Who's going to take his place after he leaves?

○ Who's going to step into his shoes after he leaves?

○ Who's going to replace him after he leaves?

○ Who's going to substitute for him after he leaves?

○ Who's going to take over his work after he leaves?

3

Reply Fluently

对答如流

Conversation 1

A: How do you want to advertise the opening?

B: I've had good responses from the Beijing Times' help-wanted ads.

A: All right. I suggest posting the ad Friday though Monday.

B: OK. Friday is the big day for job ads.

A: And job seekers will certainly check the paper over the weekend.

B: Let's post on the Internet, too. We'll get a better response. I'll post the ads. I know some good sites.

A: Such concern for the company, Craig! I'm impressed.

C: Don't be fooled, he's just lazy. If we don't replace Donna, he knows he'll have to work harder.

A: 你打算怎样替这个职位做广告?

B: 以前我们曾在《京华时报》上刊登招聘广告, 反应不错。

A: 好的, 我建议把广告从星期五登到下星期一。

B: 好, 星期五是刊登招聘广告的黄金时间啊。

A: 求职者一定会在周末翻看报纸的。

B: 也把招聘广告登在网上吧, 这样我们可以得到更多的回应, 我去刊登, 我知道一些不错的网站。

A: 这么关心公司啊, 克雷格! 你真是令我欣赏。

C: 别傻了, 他只是懒惰罢了。如果我们不找人递补唐娜, 他知道他就得要更努力地工作。

Conversation 2

A: I've been appointed to the hiring committee.

B: Me too.

A: How do you want to go about advertising for the position?

B: First, we write up an ad describing the position we want filled.

A: Human resources gave me the job description.

B: Okay, let's figure out what we want to say.

A: Alright, now what?

B: After we clear it with the chief, we can place the ads.

A: Should I post the advertisement on the Internet?

B: Definitely! There are a couple of sites that list available jobs in their classified section.

A: Are we going to place the ad in the trade magazines and the newspapers?

B: Yes, we may as well try for as many candidates as possible.

A: 我被委任为聘雇委员。

B: 我也是。

A: 招聘广告你想要怎么做?

B: 首先, 我们写个广告词, 描述职缺的职务。

A: 人力资源已经给我职缺的描述了。

B: 好吧! 让我们想想我们要说些什么。

A: 好了。现在要做什么?

B: 等我们拿给老板批准后, 我们就可以登广告了。

A: 我要不要在网络上登广告?

B: 当然! 有好几个网站, 在他们的分类广告里, 提供了职缺清单。

A:我们要在商业杂志及报纸上登广告吗?

B:要,这样我们就可以多找到些应征者。

Conversation 3

A:Yes,I'm calling about the ad in the paper.

B:Okay,and which ad would that be?

A:For the job.

B:Good,which job is that? We advertised several openings.

A:Oh! It was for a construction site manager. Is that still available?

B:Yes it is,but we'll be making a decision on it pretty soon. Why don't you come in and fill out an application?

A:What company is this for? I mean where's the opening?

B:We can discuss that when you come in and fill out the application.

A:Well,I'm already in this field and know most of the companies. Before I come in to fill out an application,I need to know who it's with so I know whether or not I'm willing to work with them.

B:I'm afraid I can't discuss that over the phone.

A:So you're a headhunter.

B:We're an Employment Agency.

A:喂,我是看见报纸上的广告才打来的。

B:好的,是哪一则广告呢?

A:招聘广告。

B:好的我们刊登了好几项工作,是哪一项呢?

A:喔,是招聘建筑工地经理的。这个工作还缺人吗?

B:是的,不过我们很快就要决定人选了。你要不要过来填写申请表?

A:这是哪家公司呢?我是说这个职缺在哪里?

B:你先过来填写申请表,然后我们再来讨论。

A:嗯,我本身是做这一行的,也知道大部分的公司。在我去填写申

请表格之前,我得先知道是哪家公司,这样我才能决定是否要去那边上班。

B:关于这点,我恐怕不能通过电话跟你讨论。

A:所以你是猎头吧!

B:我们这里是职业中介公司。

Conversation 4

A: Last week I saw a job-seeking advertisement in a newspaper, and went there for an interview.

B: Is it true? Did they ask you to give some fee?

A: No. People there are very kind. We had a pleasant talking. And I had got a part-time job there.

B: You have a good luck. Many people are cheated by the advertisements.

A: Yes, I'm very lucky.

A: 上周我在报纸上看到一个招聘广告,去参加了面试。

B: 真的吗? 他们向你收费了没有?

A: 没有。那儿的人非常和蔼,我们谈得很愉快。现在我已经得到了一份兼职工作。

B: 你的运气不错。许多人都被广告欺骗了。

A: 是的,我很幸运。

4

Key Words

鲜活词汇

advertisement[əd'vɜ:tismənt]广告

advertise['ædvətaiz]做广告

opening ['əʊpnɪŋ]空缺职位,机会

interview ['intəvju:](招聘、应聘)面试

to set up 开始进行,准备

vacant['veikənt](职位)空缺的

qualification[ˌkwɒlɪfɪ'keɪʃən]资格

marketing['mɑ:kɪtɪŋ]销售

fee[fi:]费用

sales department 销售部

demand[di'mɑ:nd]要求

prerequisite['pri: 'rikwizit] 必备条件
 requirement[ri 'kwaɪəmənt] 要求
 advantageous [ɪædvən 'teɪdʒəs] 有利的

minimum['miniməm] 至少
 true[tru:] 真实的

Unit 2

Informations of Companies

公司情况



1

Talk Show

脱口而出

Structures of Companies 公司结构

- ① The structures of American companies are quite different from the ones in China. There are very few companies belonging to the government. Most of the companies are private.
美国的公司结构和中国大不相同,很少有国有的公司,大多数公司是私人的。
- ② Sometimes, you may hear that a company is public, which means the company offers their stocks in the stock market. All the shareholders own the company.
有时,你可能会听说哪个公司是公有的,那意思是说这个公

司的股票是上市发行的,所有的持股人都拥有这个公司的股权。

- ③ The corporation can be either private or public (offering stocks).
股份公司既可以是私人的也可以是公共的(发行股票)。

Introducing an Organization 组织简介

- ① The Marketing and Sales division has a number of departments: Customer Service, Advertising, Communications, and, of course, Sales and Marketing.

市场营销部门包含有好几个部门,包括客服部、广告部、传播部,当然还有市场与营销部。

- ② Operations is made up of Manufacturing, Materials, Shipping and Distribution, MIS, R & D...

营运事业部是由生产部、材料部、运输与配销部、信息部、研发部等组成……

- ③ And department managers report to the directors, who report to the CEO?

部门经理的直接领导是主管,而主管的顶头上司是总裁?

Human Resources Department 人力资源部

- ① Human Resources Department is a very important department in company. In the American Companies, Human Resources Department provides services most of the time.

人力资源部是一个公司中很重要的部门,在美国公司里,人力资源部大多时间都在做服务工作。

- ② Human Resources Department also takes care of a number of issues specified by the laws, such as equal opportunity for employment, and prevention of harassment and discrimination at workplaces.

人力资源部还负责很多法律方面的问题,比如同等就业机会