

Idiomatic English

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本书导读

就业市场竞争永远激烈，但胜利者永远是胜利者！在今天的就业市场里，只有会说一口流利的应聘英语，才有资格成为就业市场的胜利者。如果您要征服就业市场，在最短的时间里找到工作，而且是理想的工作，本书将是您最好的帮手和顾问。

求职时，情况千变万化，机智的应答无疑会确立您良好的形象，增加您获得胜利的系数。本书周详地列出了您可能被问到的问题，内容真实、生动，可使您全面地熟悉求职面试的各个环节，增加您的应变能力。当您读完本书后，定会感到胸有成竹，胜券在握！

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UNIT 1 Personal Information

询问个人情况

Required Patterns 必通句型

1. Excuse me. May I see Mr. Wang, the manager?
2. It's me. What can I do for you?
3. I have come at your invitation for an interview. Nice to meet you, Mr. Wang.
4. Please take a seat.
5. Can you tell me what your full name is, please?
6. How do you spell your family name?
7. My name is Li Yun.
8. How old are you?
9. Where is your domicile place?

1. 劳驾。请问我能见经理王先生吗?
2. 本人就是。你有什么事?
3. 我是应您之邀来参加面试的。见到您真高兴,王先生。
4. 请坐下。

5. 你能告诉我你的全名吗?

6. 你的姓怎么拼?

7. 我叫李芸。

8. 你多大了?

9. 你的户籍在哪里?

● Substitution Drills 举一反三

1. May I see Mr. Wang, the

manager
boss
headmaster

?

2. Can you tell me what your

full
given
family

name is, please?

3.

My name is
I'm
This is
She is

Liu Yun.

③ Gab Conversations 能说会道

Dialogue 1:

A: Excuse me. May I see Mr. Wang, the manager?

B: It's me. What can I do for you?

A: I have come at your invitation for an interview.

Nice to meet you, Mr. Wang.

B: Glad to meet you too. Please sit down.

A: Thank you, sir.

B: We have received your letter in answer to our advertisement. I would like to talk with you regarding your qualifications for this position.

A: I am really happy that I am qualified for this interview.

Dialogue 2: 自我介绍 (Self Introduction)

A: Good morning. Sit down please.

B: Thanks a lot.

A: Can you tell me what your full name is, please?

B: My full name is Jingxue Wang.

A: How do you spell your family name?

B: Wang, W - A - N - G.

A: Do you have an English name?

B: Yes, sir. It's Snow. It was given by my English professor when I was at the university.

A: What do you think of your name?

B: I like it very much. My name has become part of me. I don't want to change it.

A: How old are you?

B: I'm twenty-five (years old).

A: What is your date of birth?

B: I was born on July eleventh, 1977.

Dialogue 3:

A: Where do you live?

B: I live at 376 Zhongshan Road, Apt 501, Xuzhou.

A: What's your permanent address?

B: My permanent address is 376 Zhongshan Road, Apt 501 Xuzhou.

A: What is your birthplace?

B: My birthplace is Suzhou.

A: Are you a resident of Beijing?

B: No.

A: Where is your domicile place then?

B: My domicile place is Xuzhou.

A: Give me your telephone number, please.

B: (My telephone number is) 88591147.

Dialogue 4:

A: Tell me a little bit about yourself, please.

B: 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.

● Comprehended Notes 触类旁通

1. Excuse me. May I see Mr. Wang, the manager? 劳驾。请

问我能见经理王先生吗?

may 在此处表示请求许可,相当于 can,如:

May I go out for a walk, sir?

我可以出去散散步吗,先生?

May I use your pen?

我可以用一下你的钢笔吗?

2. Please take a seat. 请坐下

take 在此相当于 have,为“就座”的意思。如:

Granny, please take this seat.

老奶奶,请坐这个位子。

3. How old are you? 你多大了?

询问某人年龄时,也可用 What's your age? May I ask your age? 表示。如:

A: How old are you/What's your age/ May I ask your age?

你多大了?

B: I'm twenty six.

我 26 了。

★ Key Words 关键词语

address [ə'dres] *n.* 地址,住址

administration [ədmini'streɪʃn] *n.* 管理,经营

advertisement [əd'vertismənt] *n.* 广告

be qualified for 符合……的资格

birthday ['bɜ:θdi] *n.* 生日

domicile ['domisail] *n.* 户籍

English name 英文名

family name 姓

full name 全名

given name 名

graduate [ˈgrædʒuət] v. 毕业

interview [ˈintəvjʊː] n. 面试

invitation [ˌɪnvɪˈteɪʃən] n. 邀请

local [ˈləʊkəl] a. 当地的, 本地的

major [ˈmeɪdʒə] vi. 主修

manager [ˈmænɪdʒə] n. 经理

Peking University 北京大学

permanent [ˈpɜːmənənt] a. 不变的, 永久的

qualification [ˌkwɒlɪfɪˈkeɪʃən] n. 资格

resident [ˈrezɪdənt] n. 居民

→ Actual Exercises 实战演练

1. Choose the right words or phrases to complete the following sentences. (选择正确的词或短语完成下列各句。)

domicile full may name

seat invitation old

a. _____ I see Mr. John Watt, the manager?

b. I have come at your _____ for an interview.

c. Please take a _____.

d. Can you tell me what your _____ name is, please?

e. My _____ is Liu Yun.

f. How _____ are you?

g. Where is your _____ place?

2. Complete the following dialogues. (完成下列对话。)

a. A: Good morning!

B: _____ (1) _____. Sit down, please.

A: Thank you.

B: _____ (2) _____, please?

A: My name is Cui Tao.

B: _____ (3) _____?

A: Cui, C-U-I.

B: I see. _____ (4) _____?

A: I am twenty - three.

B: _____ (5) _____?

A: My birthday is on December 4, 1973.

B: _____ (6) _____, please?

A: I'm living at 76, East Friendship Road,
Xi'an.

b. A: _____ (1) _____?

B: My address is 57 Heping Road, Xuzhou.

A: _____ (2) _____?

B: I'm working at Nanyuan Hotel at 178 Huaihai
Road.

A: _____ (3) _____?

B: My hometown is Suzhou.

A: _____ (4) _____ ?

B: Yes, I am. I have been living in Xuzhou since I graduated from university.

c. A: Good morning.

B: Sit down, please.

A: _____ (1) _____ .

B: I'm the manager of the company. _____ (2) _____ ?

A: I'm Mark Harris.

B: How old are you?

A: _____ (3) _____ , I have just got the Master Degree from the university.

B: _____ (4) _____ ?

A: I live with my parents.

B: Can you say something about your school days?

A: Yes. I spent seven years in Yale. My major is Chemistry, _____ (5) _____. For example, music, law, writing. I like to make friends with others.

B: OK. How about your health?

A: _____ (6) _____. I do morning exercises every-day.

B: Thank you.

d. A: Come in, please.

B: _____ (1) _____.

A: May I get your name?

B: Yes. _____ (2) _____.

A: Yes. _____ (3) _____?

B: California State University, commerce college.

A: _____ (4) _____?

B: Yes. I received Bachelor of Economics.

A: _____ (5) _____?

B: They were above average.

A: _____ (6) _____?

B: I always attended the lectures on any field which enriched my mind.

A: Where do you live, _____ (7) _____?

B: Yes. I rent a room with a friend.

A: _____ (8) _____?

B: Well, I think it fits me well. Marketing is challenging and interesting. It needs go on errands often, _____ (9) _____. I'm sure I can deal with the job well.

A: Thank you. _____ (10) _____.

※ Diagnosis Results 对症下药

1. a. May b. invitation c. seat d. full

e. name f. old g. domicile

2. a. (1) Good morning

(2) What's your name

(3) How do you spell your family name

(4) May I ask your age

(5) Your birthday is...

(6) Your address and telephone number

b. (1) What's your address

(2) Where are you working

(3) Where is your hometown

(4) Are you a local resident

c. (1) Thank you

(2) May I ask your name

(3) I'm twenty-four

(4) Do you live with your parents or alone

(5) but I'm interested in a lot of fields

(6) Excellent

d. (1) Thank you

(2) Bill Brown

(3) What university were you attending

(4) Have you received any degree

(5) How were your scores at university

(6) What did you do except studying

(7) in this city

(8) How do you think the job

(9) I like that kind of living style