

略颂 编著

背88个短语掌握 人力资源英语

随身装小教材

商务英语系列

随书附送光盘

【给繁忙的商务人士随身携带
背88个高频短语，让人力资源英语超自信】



★ 人力资源管理是一项与人打交道的工作。作为跨国企业人力资源部门的员工，除了要具备人力资源管理的专业知识外，运用英语与人沟通、评价英文简历以及处理与人事相关英文信函等能力也是工作中必须具备的。其实人力资源英语有许多高频词汇、短语和句式，只要背诵这些词汇、短语、句式，英语的使用技巧就会增强。

★ 本书设计轻便小巧，便于随身携带，供商务人士忙里偷闲翻阅。内容包括六个部分：人力资源工作职责、招聘、甄选、雇用条件确定、员工沟通和劳资谈判。



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很多人英语基础虽好，但由于英语语料匮乏，在与外方交流时，经常不知如何表达，或者车轱辘话来回说，表达呆板、不生动。《英语书写沟通句库》（商务版）能很好地解决这些问题。用户不仅能找到所需的英语语料，还能根据自己的需求扩充语料库，让用户体会到**快速查，随心选，自由表达**的快乐。

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前 言

人力资源管理是一项与人打交道的工作。作为跨国企业人力资源部门的员工，除了要具备人力资源管理的专业知识外，运用英语与人沟通、评价英文简历以及处理人事相关英文信函等技能都是职业工作中需要基本具备的能力。试想，一位人力资源经理想在面试中考查一位应聘者的英语水平，却不能用英语提出问题，或是不能对面试者的英文回答做出正确的评估，是一件多么令人感到尴尬的事情。

或许您也正在或是正想从事人力资源管理工作，而苦于寻找一本好书，借以增强自己在人力资源英语方面的技能，从而实现事业上的突破。《背 88 个短语掌握人力资源英语》正好可以作为您的入门教材。本书提炼出人力资源的工作职责、招聘、甄选、雇用条件确定、员工沟通和劳资谈判中出现频率最高的句子，只要背诵这些短语，就能立竿见影地提高您驾驭人力资源英语的水平。

《背 88 个短语掌握人力资源英语》是“随身装小教材”系列图书之一。本套图书小巧轻便，适于携带，供商务人士、外事工作者、科技人员忙里偷闲翻阅，让读者享受随时随地学习的乐趣。

编者

2009 年 8 月于北京

使用说明

为了让读者最大限度地节约时间，提高学习效率，我们对本书进行了整体设计。

本书小巧轻便，适于携带，符合现代人快节奏的生活方式，让读者随时随地享受学习英语的乐趣。

全书分六部分，每部分相互独立。读者不必依次阅读，可以直接跳到最感兴趣的部分阅读。

每个部分的结构如下：



表示“欢迎您”；图标下的内容是读者进入学习的热身练习。



表示“请注意”；图标下的内容是常用语境和重点背诵短句。



表示“一点亮”；图标下的内容是表达某一语境所必备的知识，以及更多常用短语，供读者举一反三。



• 1 • 2 • 3 • 4 • 5 • 6 • 7 为了提供更多记忆短语的机会，我们在每页下设计了一个小练习。根据科学记忆法中的反复加深原则，我们建议读者在不同时间分别做 7 次该练习，每次练习过后在相应的数字上划勾。

此外，我们在每部分结束之前还配有自测题和答案，供读者对学习结果进行检测。

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The HR manager has responsibility for all of the functions that deal with the needs and activities of the organization's people.	
You need to know exactly what the organization is looking for.	
Handling all the queries of the employees.	
One of the main tasks is to ensure that the employees in the organization should be offered a reasonable salary and benefits.	
It is the responsibility of HR department to develop the employees of the organization.	
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To work closely with branch managers	
Directing the maintenance and operation of the general accounting system	
Plans and manages technical renovation projects	
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Based at: ABC New Products Co. Ltd., Beijing	
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Graduation from a 4-year college or university with	

a degree in Finance, Accounting, Business or Public Administration.

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Five or more years of professional related experience

任职要求——技能要求 26

Knowledge of business and contract law

Skill in using a personal computer, engineering applications, and data management software.

Ability to communicate in English clearly and concisely, orally and in writing.

Must be a very competent writer of business letters, quotations and proposals in English.

任职要求——个性/个人风格 30

Active decision-maker able to work on own initiative.

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Willing to work overtime evenings or weekends when necessary.

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Please email us your resume both in Chinese and English, together with cover letter and recent photo.	
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We were very pleased to receive your application for a job as XXX.	
We have received your application and we would like to invite you to an interview.	
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We regret having to inform you that the position is no longer available.	
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Please give details of the position she was employed in and the responsibilities of her job.	
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How would you handle ...?

Why do you want to ...?

What do you know about ...?

Do you feel you are ready to take on more responsibility?

First of all, tell us something about yourself.

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Well, today's interview is OK. We'll inform you in a week. Thank you!

Test yourself! 55

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XYZ Inc. is pleased to offer you the position of Marketing Director for our organization.

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Should you accept this offer, your salary will be \$60000 per year payable in monthly installments.

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Please let us know as soon as possible if you would

like to accept by signing and returning one copy of the contract.

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We hope that you find the terms of this job offer reasonable and will join us.

工作聘请——礼貌的结尾 63

Please feel free to contact me should you have any questions about this offer or the company in general.

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Normal working hours are 9 : 00 a.m.-6 : 00 p.m. Monday to Friday, with an hour lunch.

Flexible working time, at least 3 full days / week, can work according to project arrangement.

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Your annual paid holiday is 20 days, rising to 25 after two year's service.

The employee taking sickness or injury leaves for more than one day must provide a medical certificate issued by a qualified doctor.

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employment contract

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Base Salary: \$60000 per annum

Annual gross starting salary of \$63500 paid in biweekly installments by your choice of check or direct deposit.

In consideration of your fine work, we decided to give you a raise.

雇用条件——福利	73
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You will benefit from 4 weeks paid holiday, pension scheme and education assistance etc.

Perks include country club memberships, company car, housing allowance, profit sharing and better travel allowances.

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I'm afraid I can't go along with that.

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I'm not sure I agree with you there.

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Hope we can come to an agreement fast.	
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We would agree on one condition: Call off the strike! You return to work immediately.	
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