



工作职场英语

口语即学即用

浩 瀚 / 主编

语句地道 情景细化
形式活泼 精彩表达



职场英语 口语即学即用

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机械工业出版社

本书取材于人们工作职场生活的方方面面,范围广,实用性强。本书共包括6个部分:求职话题、日常办公、文秘接待、职业英语、职场礼仪和工作之余。希望本书对具有中低层次英语水平的读者提高英语口语水平有所帮助。

图书在版编目(CIP)数据

工作职场英语口语即学即用/ 浩瀚主编. —北京:机械工业出版社,2008.1

ISBN 978 - 7 - 111 - 22467 - 9

I. 工... II. 浩... III. 英语—口语 IV. H319.9

中国版本图书馆 CIP 数据核字(2007)第 182584 号

机械工业出版社(北京市百万庄大街 22 号

邮政编码 100037)

责任编辑:安婧 版式设计:浩 瀚

三河市宏达印刷有限公司印刷

2008 年 3 月第 1 版·第 1 次印刷

94mm × 170mm 7.416 印张·220 千字

0001—8000 册

标准书号:ISBN 978 - 7 - 111 - 22467 - 9

ISBN 978 - 7 - 89482 - 538 - 4(光盘)

定价:22.80 元 (含 1CD)

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封面无防伪标均为盗版

前言

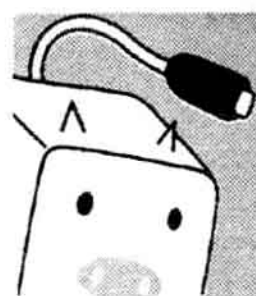
当今社会,国际间的商务往来愈加频繁,英语日益成为一种不可或缺的语言。而进入外企求职、工作的人也越来越多,但许多人由于不懂得交谈技巧或不明白中西方交际方式的差异,最终坐失良机。毫不夸张地说,许多人可以熟记几千词汇,可以津津乐道于语法知识,可以通过各种名目繁多的英语考试,可是他们却无法与外国人进行正常的语言沟通,更谈不上洽谈业务和商业谈判了。如何在最短的时间内突破英语口语瓶颈,摆脱英语会话能力不足的困境,是当前一个亟待解决的问题。

《工作职场英语口语即学即用》为您提供了一个便捷、实用的途径,因为它具有如下特色:

● 背景知识

每章开篇都为读者提供了该主题所蕴含的文化背景,方便读者对语言文化的学习。

● 高频句型及短语



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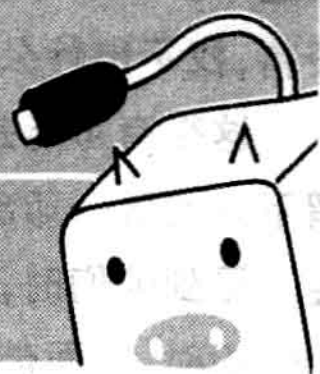
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Chapter 1

Common Subjects in an Interview

求职话题



背景知识

Interviews are where people get hired. If you're called to one, it means your paperwork has been closely reviewed and they want to know more. Another way to look at it is to say they looked at your papers and couldn't fault you on them.

It's very likely this is your first meeting with this person, and it's also an important one. You need to make a good first impression. You won't get a second chance. Look pleased to meet them. Raise your eyebrows and widen your smile in recognition when you're introduced, or when he or she introduces him or herself. Be sure to put some character into your handshake.

人们只有通过面试,才能得到工作。如果有人打电话要你去面试,这表示他们已经详细看过你的资料,想要进一步了解你。另一种说法是,他们看过了你的书面资料,找不出什么问题,所以想要见见你这个人。

这很有可能是你和对方的第一次会面,所以给对方留下好的第一印象是很重要的,因为你不会有第二次机会。见到他们时,要神情愉快,当别人介绍你或向你介绍他们时,要面带微笑,表现出“久仰大名”的模样。和对方握手时,也要使用技巧。



1 Information of a Position

职位信息



高频句型及短语

- ① **Are there any jobs for ...? ➡ 有……工作吗?**

Are there any jobs for an English tour guide / a baby-sitter? 有英语导游/保姆的工作吗?

- ② **Do you have any vacancies for ...? ➡ 你们有……的空缺吗?**

Do you have any vacancies for a secretary / an accountant / a typist? 你们有秘书/会计/打字员的空缺吗?

- ③ **Can you fix me up with ...? ➡ 你能不能给我安排一个……工作?**

Can you fix me up with a part-time job?

你能给我提供一份兼职工作吗?

Can you fix me up with a part-time cook?

你能不能给我安排一个兼职厨师的工作?

Can you fix me up with a full-time cashier?

你能不能给我安排一个专职出纳员的工作?

- ④ **I'm looking for ... ➡ 我正在找……**

I'm looking for a part-time job.



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我正在找一份兼职工作。

I'm looking for a job as a nurse / shop assistant.

我正在找一份护士/售货员的工作。

I'm looking for a job where a housing will also be provided. 我正在找一份能提供住宿的工作。

I'm looking for a job with good pay.

我正在找一个薪水丰厚的工作。

5 What does ... do? ➡……做什么?

What does a secretary / library clerk mainly do?

秘书/图书管理员主要做什么?

6 What is ... responsible for? ➡……会负责什么?

What is a sales manager / computer programmer / aircrew responsible for?

销售经理/计算机程序员/空勤人员负责什么?

7 What would I do as ...? ➡作为……, 我应该做什么?

What would I do as a secretary / tutor?

作为秘书/助教, 我应该做什么?

8 What would be expected from ...? ➡对……有什么样的期望呢?

What would be expected from an employee / applicant?

对员工/应聘者的期望是什么?

9 What kind of job ...? ➡……哪种工作?

What kind of job are you seeking? 你要找哪种工作?



What kind of job would you like to take?

你想从事哪种工作?

What kind of job do you prefer? 你喜欢哪种工作?

What kind of job were you thinking of?

你考虑做哪种工作?

10 be familiar with ... ➡ 对……熟悉

Are you familiar with this sort of job?

你熟悉这种工作吗?

Are you familiar with human resources management?

你熟悉人力资源管理吗?

I'm quite familiar with teaching. 我对教学相当熟悉。



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Is That Position Still Open?

A: I'm calling about your ad in today's paper for a secretary. Is that position still open?

B: Yes, it is.

A: I'd like to apply.

B: Do you have previous experience?

A: Yes, I do.

B: And can you type eighty words per minute?

A: Yes, I can. May I request an interview?

B: Yes, what's your name?

A: George William.

B: All right, Mr. William. Is three o'clock Friday conveni-



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ent for you?

A: Three o'clock Friday? That's fine. Thanks very much.

这个职位还空着吗?

甲:我打电话来是想了解今天报上你们招聘秘书广告的情况。这个职位仍然空着吗?

乙:是的,还空着。

甲:我想申请。

乙:你以前做过秘书工作吗?

甲:是的,做过。

乙:你一分钟能打 80 个词吗?

甲:是的,可以。我能要求面试吗?

乙:可以。你的姓名?

甲:乔治·威廉。

乙:好的,威廉先生。星期五下午 3 点方便吗?

甲:星期五 3 点? 可以。多谢了。

Here Is my Resumé and Credentials

A: I'm looking for a job where I can live in the city.

B: What do you exactly want? Anything in particular that appeals to you?

A: I was rather hoping to find something in a school.

B: Which school were you with before?

A: Zhongshan School. It was three years ago.

B: I might be able to help you, but we need to get some work history.

A: Oh, yes. I have brought them with me. Here is my résumé and credentials.



2 Personal Data 个人信息



高频句型及短语

① introduce yourself → 介绍某人自己

Can you introduce yourself in English?

你能用英语介绍一下自己吗?

How can you introduce yourself? 你怎样介绍你自己?

② What's your ... name? → 你的……名叫什么?

What's your pen / nick / full name?

你的笔名/绰号/全名叫什么?

What's your surname / first name? 你姓什么?

③ I have an alias named ... → 我的别名叫……

I have an alias named Xiaomiao / Daniu.

我的别名叫小苗/大牛。

④ I'm living at ... → 我现在住在……

I'm living at 21 South Zhongshan Road, Apt. 48, Nan-jing. 我现在住在南京市中山南路21号48号房间。

I'm living at 42 Chang'an Street.

我现在住在长安街42号。

⑤ I live at ... → 我住在……



I live at 4 Lugu Street. 我住在鲁谷大街4号。

I live at 8 Renmin Street. 我住在人民大街8号。

⑥ I was born ... ➡ 我生于……

I was born in Nanjing on April 10, 1982.

我于1982年4月10日出生于南京。

I was born on August 8, 1978.

我出生于1978年8月8日。

⑦ I'm ... years old. ➡ 我……岁。

I'm 28 / 25 years old. 我28/25岁。

⑧ My birth date is ... ➡ 我的出生日期是……

My birth date is Feb. 14, 1971.

我的出生日期是1971年2月14日。

My birth date is April eleventh, 1977.

我出生于1977年4月11日。

⑨ My native place is ... ➡ 我的籍贯是……

My native place is Changsha / Shijiazhuang.

我的籍贯是长沙/石家庄市。

⑩ Are you a citizen of ... ? ➡ 你是……的公民吗？

Are you a citizen of the People's Republic of China?

你是中华人民共和国公民吗？

Are you a citizen of the U. S. ?

你是美国公民吗？

⑪ Do you have a ... ID card? ➡ 你有……



我家有4口人：父亲、母亲、弟弟和我。

18 ... passed away. ➡……已经过世了。

My father / mother passed away.

我父亲/母亲已经过世了。

19 I got married in ... ➡我于……结婚。

I got married in 1996 / 2006.

我于1996/2006年结婚。



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About Name

A: May I have your name?

B: My name is Li Ming.

A: How do you spell your family name?

B: Li, L-I.

A: Do you have an alias?

B: No. But I have a pen name, Yifan.

A: Could you tell me how old you are?

B: I'm twenty-five years old.

A: What's your date of birth?

B: My birth date is April eleventh, 1982.

关于名字

甲：请问你叫什么名字？

乙：我叫李明。

甲：你的姓怎么拼？

乙：李，L-I。