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商务外贸英语

畅销口语王牌

As Soon As You Read Me

Business and Trade English

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200分钟
MP3光盘一张

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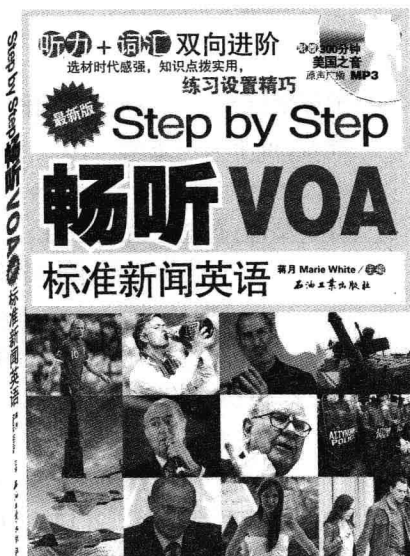
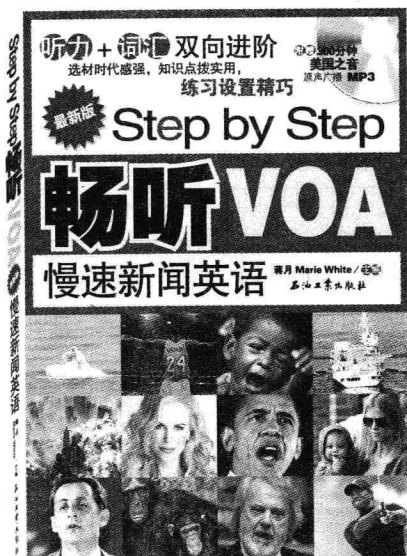
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CHAPTER 1

Career Rookies

职场新人





Unit 1

Prepare for Interview

面试准备

翻开就能用 人在职场英语

Vocabulary 必用词汇



1. **wear** [wiə] *vt.* 穿, 戴

What shall I wear tomorrow?

我明天穿什么呢?

同义词: dress [dres]



2. **decent** [ˈdiːsnt] *adj.* 正派的, 端庄的, 有分寸的

Should I buy a decent handbag?

我该买个高档的手提包吗?

同义词: elegant [ˈelɪɡənt]

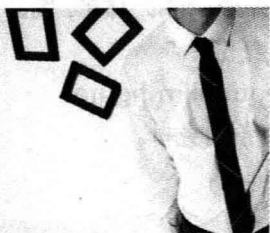


3. **skirt** [skɜːt] *n.* 裙子

How do you like this skirt?

你觉得这条裙子怎么样?

同义词: petticoat [ˈpetɪkəʊt]

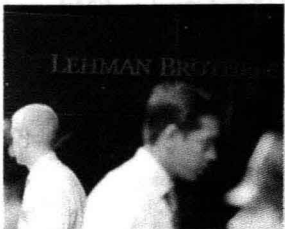


4. **suitable** [ˈsjuɪtəbl] *adj.* 适当的, 相配的

Perfect! It is suitable for work.

太完美了! 很适合上班穿。

同义词: fit [fɪt]



5. **plain** [pleɪn] *adj.* 简单的, 明白的, 平常的, 清晰的, 普通的, 朴素的

Don't you think this skirt is too plain?

你不觉得这条裙子太素了吗?

同义词: ordinary [ˈɔːdinəri]



Handbook—Office English



6. **interview** ['intəvju:] *n.* 接见, 会见

This is the most suitable clothing for an interview.

这是最适合参加面试穿的衣服。

固定搭配: take an interview



7. **necklace** ['nekli:] *n.* 项链

How do I look with this necklace?

我戴这条项链看上去怎么样?



8. **attractive** [ə'træktiv] *adj.* 吸引人的, 有魅力的

You are young and attractive.

你既年青又有魅力。

同义词: fascinating ['fæsinetɪŋ]



9. **figure** ['figə] *n.* 外形, 轮廓, 体形, 图形, 画像, 数字, 形状, 身份

This can show your slim figure.

这样可以显出你苗条的身材。

同义词: shape [ʃeɪp]



10. **appearance** [ə'piərəns] *n.* 外貌

Actually appearance often seems to be the only thing that counts in job hunting. 实际上, 在求职过程中, 外表常常是唯一起作用的因素。

同义词: look [lʊk]

Phrases 常用短语

- | | |
|--|------------------------------|
| 1 pants suit 套装 | 10 on one's toes 谨慎小心 |
| 2 twinset 两件套 | 11 slim figure 苗条身材 |
| 3 three-piece suit 三件套 | 12 good impression 良好印象 |
| 4 three-shirt set 三件套(装);连裙
三件 | 13 conservative style 保守派 |
| 5 business suit 西装 | 14 make it (口)达到预定目标 |
| 6 single-breasted/double-
breasted suit 单排扣 / 双排
扣西装 | 15 to make preparations 做好准备 |
| 7 upper outer 上衣 | 16 dressing shoes 配西装的皮鞋 |
| 8 costume skirt 西式女裙 | 17 express mail 特快专递 |
| 9 custom-made 订制的 | 18 make up 化妆 |
| | 19 housing expenses 住房消费 |
| | 20 garment bag
西装套 |





Conversations 实用对话

Dialogue
情景对话 1

Asking for Advice

寻求意见



Jack: What would you think if I part my hair on the side?

Tina: A little to the right is OK. You should choose a tie to go with your suit.

Jack: I am afraid I would tense up during the interview.

Tina: Come on. Just do your best to sell yourself.

Jack: How about giving me a practice test?

Tina: All right. Now straighten your posture.

Jack: Shoot! I cannot be a gentleman. I don't want to stop being a cowboy.

Tina: Gosh! I should warn you to watch what you say.

杰克:我把头分边怎么样?

蒂娜:靠右分一点儿就好。你应该找条领带配西装。

杰克:我很怕面试的时候会紧张。

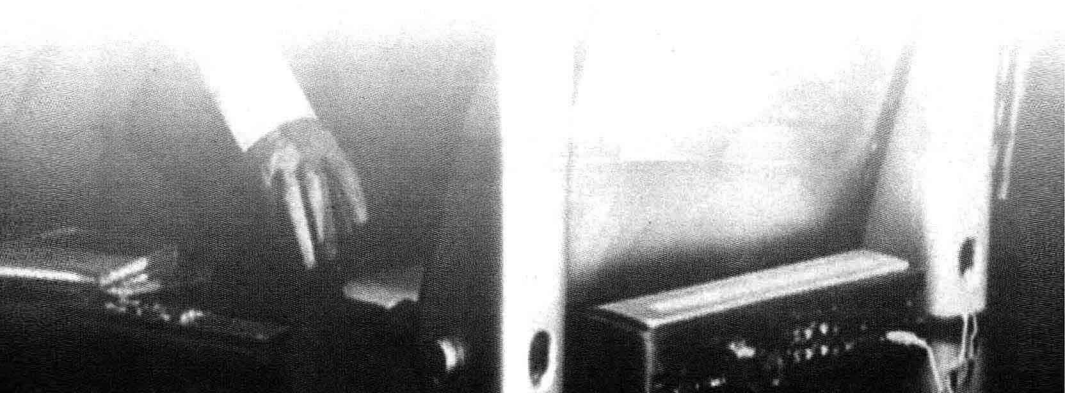
蒂娜:别怕,尽力推销自己就是了。

杰克:给我个“模拟测验”好吗?

蒂娜:好的,坐直。

杰克:见鬼。我就是扮不了绅士,我真想继续当个牛仔。

蒂娜:天啊!我警告你,别乱说话。



Dialogue
情景对话 2

Choosing Clothes
选择服饰



Andy: I want to buy a suit and a tie for a job interview tomorrow.

Mary: Congratulations. And have you chosen them?

Andy: Can you give me some suggestions?

Mary: Of course. Generally, in formal situation, men always wear black suit or dark blue suit, and also a white shirt.

Andy: I'd prefer the black one. And what kind of tie is suitable?

Mary: It's easy to choose. And what color do you like?

Andy: I like red very much.

Mary: Oh, no. Red color is not fit for interview because it indicates powerful. How about a lighter one?

Andy: Okay, it's up to you. I have no idea about it.

Mary: Well, I'll choose this light blue for you.

Andy: That's perfect. Thank you.

Mary: You are welcome.

安迪: 我想买一套西服和一条领带用来参加明天的面试。

玛丽: 祝贺你。那你挑好了吗?

安迪: 你能给我一些建议吗?

玛丽: 当然可以。一般在正式场合下, 男士都穿黑色或深蓝色的西装, 并且常配一件白色衬衣。

安迪: 我比较喜欢黑色的。那什么样式的领带比较合适呢?

玛丽: 这很好选择。你喜欢什么颜色的?

安迪: 我最喜欢红色的。

玛丽: 噢, 不行, 红色的不适合面试时戴, 因为它象征的是权力。浅一点颜色的怎么样?

安迪: 好, 一切由你决定。我对这些一点儿概念都没有。

玛丽: 那好, 我就为你选这条浅蓝色的吧!

安迪: 太好了, 谢谢你。

玛丽: 不用谢。





Expressions 套用单句

穿着打扮 ►►

1. I don't think it matches your shirt in color. 我觉得它和你的衬衫的颜色不配。

2. The dark jeans with that belt display your slender figure.
深色牛仔裤配上那条腰带能显出你苗条的身材。

3. This coat is pretty but it makes you like a child on that occasion. 这件外套不错, 不过在那种场合它会使你看起来像个小孩。

4. Skirts can go well with formal occasions.
在正式场合下, 穿衬衫比较适宜。

5. I'm not used to dress like this. 我真不习惯穿成这样。

6. Shoes should match the color of your outfit.
鞋子要与你衣服的颜色相称。

7. Your clothing should also be conservative, a skirt or dress is best. 你的穿着必须保守一点, 裙装或洋装最合适。

8. A business suit would be best, but whatever makes you feel comfortable is good.
职业套装是最好的选择, 不过, 所有穿起来让你感到舒适的服装都是可以的。

外表形象 ►►

1. We should start paying attention to our appearance in order to give a good first impression to others when we have an

翻开就能用 人在职场英语

interview.

要想在面试时给人好的第一印象,我们就要多注意外表了。

2. Make sure your hair is properly groomed. 确保头发梳理整齐。

3. Don't wear a lot of jewelry or large pieces of jewelry.

勿戴过多首饰或大件珠宝。

4. Don't wear a lot of perfume. 不要喷洒过量的香水。

5. Don't wear heavy makeup. 不要浓妆艳抹。

6. Don't have extremely long fingernails. 不要把指甲留得太长。

General Knowledge 背景知识

有的时候,在面试过程中,面试官忽然就沉默了,很多求职者对这样的安静会很紧张,千方百计地想说些东西来填补这个空白。在这种情况下,你就要注意了,这很有可能是面试官故意安排的一个考查点,想检验一下你的应变能力。紧张和不舒服很有可能让你出局。你可以保持冷静,深呼吸一下,耐心等待。

如果静默的时间特别长,那么你可以在之前谈话的基础上尝试用诚恳的语气发问。比如:“Does that tell you enough?”,或者,“Can you tell me more about the type of teamwork that goes on in this hospital?”不要很突兀地转入一个新话题,这会让你显得很紧张,除非它能够很自然地融入之前的谈话中,比如,“Speaking of teamwork, can you tell me how you organize work among different departments?”

一个能成功打破寂静的问题很可能把谈话引到你个人的竞争优势上来,例如,“Would you like to know more about my process innovations for the hospital lab or my day-to-day supervisory duties?”这样,面试官就必须在你提供的选择中挑一个,而任何一个都可以是你展示自己的好机会。



Unit 2

Opening Remark

开场白

Vocabulary 必用词汇



1. **department** [di'pɑ:tmənt] *n.* 部门

The HR department had to review about 1000 resumes every day.

人力资源部门每天大约得看一千份履历表。

同义词: section ['sekʃən]



2. **introduce** [ɪntrə'dju:s] *v.* 介绍

It was my sister who introduced me to rock music.

是我姐姐介绍我听摇滚音乐的。

同义词: address [ə'dres]



3. **personality** [ˌpə:sə:'næliti] *n.* 个性

I think Kevin is qualified because he has a very self-motivated personality.

我认为凯文很适合,因为他具有非常积极的个性。

同义词: character ['kærɪktə]



4. **challenge** [ˈtʃælɪndʒ] *n.* 挑战

Helen received a challenge to a TV debate.

海伦接受了电视辩论的挑战。

固定搭配: take the challenge of



5. **therefore** [ˈðeəfɔ:] *adv.* 因此

He was very thirsty, therefore, he bought a can of tea.

他非常渴,所以他买了一听茶。

同义词: so [səu]



6. **activity** [æk'tɪvɪti] *n.* 活动

He was once engaged in animal conservation activities.

他一度从事动物保护的活動。

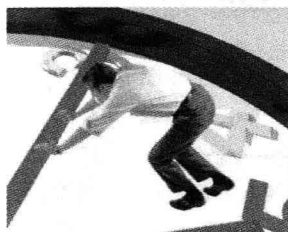
同义词: sport [spɔ:t]



7. **president** ['prezɪdənt] *n.* 会长; 董事长; 总统

The President of Germany visited our country last week.

上星期德国总统访问了我国。



8. **step** [step] *n.* 步骤

The first step is that you should introduce yourself to the judges.

第一步你应该先向评委作自我介绍。

同义词: stage [steɪdʒ]



9. **serve** [sɜ:v] *v.* 服务

I led a great team to serve our school's teachers and students.

我组织了一个可为学校师生提供服务的团队。



10. **profound** [prə'faʊnd] *adj.* 丰富的

I've had profound experience in project management.

我拥有丰富的项目管理经验。

同义短语: plenty of

Phrases 常用短语

- | | |
|--|-------------------------------------|
| 1 remember me to... 代我向……
问好 | 11 Administrator Assistant 行政
助理 |
| 2 go on(with) 进展 | 12 Business Manager 业务经理 |
| 3 all right 很好 | 13 Marketing Manager
市场部经理 |
| 4 not too bad 还好 | 14 best regards 致以问候 |
| 5 pretty good 很好 | 15 take an interview 进行面试 |
| 6 just so so 马马虎虎 | 16 How do you do? 你好! |
| 7 same as ever 老样子 | 17 fresh hand 新手, 生手 |
| 8 same old stuff 还是老样子 | 18 get started 着手做…… |
| 9 Assistant Manager 副经理 | 19 opening remark 开场白 |
| 10 Assistant Production Man-
ager 副厂长 | 20 apologize for 为……而道歉 |

