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国际商务英语 情景口语 大全



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内容提要

本书是“最商务国际商务英语系列”丛书之一。商务英语口语作为交流工具,是公司职场开展各种业务、交流工作信息和从事外事商务活动的必需技能之一。本书紧密结合公司企业日常工作的方方面面,涵盖求职应聘、日常业务、行政管理、公司上市等国际商务活动的各个环节,比较全面地反映了公司企业的运作情况,具有很强的现实指导意义。

本书适用于商务英语专业的学生、职场在职人士以及有志于在公司企业求职发展的非英语专业的大学生。

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总 序

商务英语在全球经济一体化加速的大背景下凸显出非常重要的作用。随着中国(上海)自贸区开始建设,社会需要越来越多的商务英语人才。这也正是商务英语被教育部列入大学本科专业的原因所在。由此可知,商务英语的作用和地位与日俱增。

商务英语是国际商务和英语复合而成的交叉专业和学科。英语专业学生缺乏的是在国际商务环境中的商务英语语言知识和基本的国际商务知识,其他商务英语爱好者也是如此。

正是在这种大背景下,我们组织了经验丰富的作者编写了“最商务”国际商务英语丛书,旨在帮助商务英语学习者尽快提高商务英语语言知识和国际商务基础知识。本系列的特点是:

1. 体现“最商务”特征,丛书内容重点反映最常用的商务英语语汇和国际商务活动中最基本的业务知识;
2. 书中所使用的材料反映国际商务最新动态,不少材料来自公司企业,可以将学校传授的商务英语知识与国际商务实践实现对接;
3. 本系列实用性强,内容丰富,通俗易懂,可为商务英语专业和商务英语爱好者参考使用。

丛书的作者们是在商务英语领域从事教学和实践的有经验的专家学者,为

本系列的质量提供了保障。尽管如此,书中难免存在问题,恳请专家学者和丛书使用者提出宝贵意见。

翁凤翔

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中国国际商务英语研究会副理事长

前 言

当前,经济一体化浪潮席卷全球。中国人与世界各国的交往也达到空前广泛的程度,商务英语口语作为交流工具,是开展各种业务、交流信息和从事涉外商务活动所必需的一项基本技能。

本书以培养实用型、复合型的高技能国际商务人才为目标,紧密结合公司日常工作的各个环节而编写,不仅适合在校大学生了解公司的日常工作情况和自学英语,也适合公司的员工自学。

本书有以下特点:

一、本书分引言、对话、注释、附加词汇和附加句子几个部分。引言旨在对本章相关主题做背景介绍,从而使理解对话和进行对话变得相对容易一些。附加句子采用汉译英形式,旨在检测对本章内容的掌握和灵活运用情况。

二、本书分16个单元,包括了求职应聘、各业务部门日常工作、行政管理、公司上市等国际商务活动各个环节的内容,比较全面地反映了公司的运作情况,非常实用。

本书编写具体分工情况如下:

李芳兰,主编,负责全书的统稿、校正,并负责4、5、15、16单元的编写,杨茂娟,副主编,负责12、13、14单元的编写,并参与全书的核对修改,王青负责1、2、3单元的编写,王婷婷负责6、10、11单元的编写,管晓繁负责7、8、9单元的编写。

由于编者水平有限,书中疏漏之处在所难免,敬请同仁、读者不吝赐教,批评指正。

李芳兰

目 录



Unit 1 Applying for a Job / 求职应聘 / 1

Recruitment / 招聘 / 2

Dialogue 1: To Recruit New Members / 招聘新员工 / 2

Dialogue 2: Resignation and Replacement / 辞职和招聘替补员工 / 2

Dialogue 3: Replacement / 招聘替补员工 / 4

Job Interview / 应聘面试 / 8

Dialogue 4: About the Job / 工作情况 / 8

Dialogue 5: Self-Introduction / 自我介绍 / 8

Dialogue 6: To Talk about Work Experience / 关于工作经验 / 10

Dialogue 7: Accounting Work / 会计工作 / 12

Dialogue 8: Interview for Foreign Exchange Settlement Clerk / 面试外汇结算员 / 12

Offer / 录用 / 18

Dialogue 9: To Talk about the Salary / 讨论薪水 / 18

Dialogue 10: To Talk about Compensation and Benefits / 讨论薪酬和福利 / 18

Unit 2 To Start Work / 开始工作 / 25

To Welcome New Colleagues / 欢迎新同事 / 26

Dialogues 1: To Show a New Staff around / 带新员工熟悉公司 / 26

Telephone Calls / 接听电话 / 28

Dialogue 2: To Redirect a Telephone Call / 转接电话 / 28

Dialogue 3: Telephone Call for Reservations / 电话预定 / 28

Dialogue 4: Telephone Call for Appointment / 电话预约 / 30

Reception / 接待客人 / 30

Dialogue 5: Reception before an Appointment (I) / 约见前招待客人 (1) / 30

Dialogue 6: Reception before an Appointment (II) / 约见前招待客人 (2) / 32

Dialogue 7: To Talk about Work (Overworked and Overstressed) / 探讨工作
(工作和压力过大) / 34

Dialogue 8: To Talk about Work (Going Overseas on Business) / 工作交流 (国外出差) / 34

Dialogue 9: To Meet Clients / 接机 / 36

Dialogue 10: To Entertain Clients / 招待客户 / 36

Unit 3 Executive Affairs / 行政事务 / 41

.....

To Arrange a Conference / 会议安排 / 42

Dialogue 1: To Make Arrangement for an Annual Conference / 安排年度会议 / 42

Dialogue 2: To Review Details of a Meeting / 重审会议细节 / 42

Dialogue 3: To Talk about Agenda / 商讨会议细节 / 44

Reception / 接待来宾 / 44

Dialogue 4: To Receive Visitors / 接待访客 / 44

Dialogue 5: To Meet a Client / (机场) 接客户 / 46

Dialogue 6: To Entertain a Client / 宴请客户 / 46

Dialogue 7: Recreation / 娱乐活动 / 48

Other Daily Matters / 其他日常事务 / 48

Dialogue 8: To Deal with Express Delivery / 处理快递 / 48

Dialogue 9: To Coordinate with Colleagues / 协调工作 / 50

Dialogue 10: To Buy Small Articles / 购置用品 / 50

Unit 4 Import and Export Department (I) / 进出口部门 (I) / 57

.....

Enquiry / 询价 / 60

Dialogue 1: Enquiry for Hardware / 对硬件进行询价 / 60

Dialogue 2: Enquiry for Machine Tools / 对机床进行询价 / 62

Dialogue 3: Enquiry for Women's Dress / 对女式连衣裙进行询价 / 62

Offer, Counter Offer, and Acceptance / 发盘、还盘和接受 / 68

Dialogue 4: Offer for Raincoats / 对雨衣进行发盘 / 68

Dialogue 5: Counter-offer for Discount / 就折扣进行还盘 / 70

Dialogue 6: Acceptance of Payment Terms / 接受付款条件 / 72

Dialogue 7: Counter Offer for Wholesale Price / 对批发价进行还盘 / 72

Dialogue 8: Acceptance of a Discount / 接受折扣 / 74

Dialogue 9: Acceptance of a Price and Payment Terms / 接受价格和付款条件 / 74

Unit 5 Import and Export Department (II) / 进出口部门 (2) / 79

Packing / 包装 / 82

Dialogue 1: Packing for Pliers / 钳子包装 / 82

Dialogue 2: Suggestions for Stronger Packing / 建议加固包装 / 84

Dialogue 3: Asking for Neutral Packing / 要求中性包装 / 84

Dialogue 4: Packaging for Blouses / 衬衫包装 / 86

Dialogue 5: Packing for Flowers / 鲜花包装 / 88

Payment and Shipment / 付款与运输 / 94

Dialogue 6: Payment by L/C and D/P / 信用证和付款交单付款方式 / 94

Dialogue 7: To Talk about Transshipment / 商谈转运事宜 / 94

Dialogue 8: To Talk about Shipment Options / 商谈几种运输方案 / 96

Insurance / 保险 / 104

Dialogue 9: Asking for Higher Insurance Amount / 要求更高的保险金额 / 104

Dialogue 10: Insurance for Ceramics / 为瓷器投保 / 104

Dialogue 11: To Talk about Claim Settlement / 商讨索赔事宜 / 106

Unit 6 Payment / 支付事宜 / 113

Dialogue 1: Suggesting Payment by D/P / 建议付款方式为付款交单 / 116

Dialogue 2: Payment by L/C / 信用证付款 / 116

Dialogue 3: Payment by Installment / 分期付款 / 118

Dialogue 4: To Urge the Establishment of the L/C / 催开信用证 / 118

Dialogue 5: Payment by T/T / 电汇付款 / 120

Dialogue 6: Negotiation on L/C in Euro / 协商开具欧元信用证 / 120

Dialogue 7: Negotiation on Payment in Cash / 协商现金付款 / 122

Dialogue 8: Request for Easier Ways of Payment / 请求采用更便捷的支付方式 / 122

Dialogue 9: Modification of an L/C / 修改信用证 / 124

Dialogue 10: Payment by Time L/C / 远期信用证付款 / 124

Unit 7 Business Negotiation / 商务谈判 / 131

Barter Trade / 易货贸易 / 132

Dialogue 1: How about a Barter Trade? / 来笔易货贸易怎么样? / 132

Dialogue 2: How to Conduct a Barter Trade? / 易货贸易怎么做? / 132

Compensation Trade / 补偿贸易谈判 / 134

Dialogue 3: Compensation Trade in China / 在中国进行补偿贸易 / 134

Processing and Assembling Trade / 加工与装配贸易谈判 / 136

Dialogue 4: Looking for a Partner for Processing Trade / 寻找加工贸易的合作伙伴 / 136

Dialogue 5: Assembling Trade / 装配贸易 / 136

Agency and Commission / 商务代理 / 142

Dialogue 6: Talks on Sole Agency for Sneakers / 商讨运动鞋独家代理权 / 142

Dialogue 7: Talks on Sole Agency for Wrist Watches / 商讨腕表独家代理权 / 144

Dialogue 8: To Renew a Sole Agency Agreement / 续签独家代理协议 / 146

Dialogue 9: To Appoint an Agent / 任命代理商 / 148

Dialogue 10: Suggestion on Having an Agent / 关于寻找代理商的建议 / 148

Unit 8 Marketing (I) / 市场部 (1) / 153

.....

Market Research & Market Plan / 市场调查 / 156

Dialogue 1: A Market Research on On-line Shopping / 关于网上购物的市场调查 / 156

Dialogue 2: How Is Market Research Carried Out? / 如何进行市场调查? / 156

Dialogue 3: Developing a Market Plan Based on Market Research / 基于市场调查制定营销计划(I) / 158

Dialogue 4: Developing a Market Plan Based on Market Research / 基于市场调查制定营销计划(II) / 160

Marketing Campaigns / 市场营销 / 164

Dialogue 5: Advertisement on TV / 电视广告 / 164

Dialogue 6: Advertisement on Internet / 因特网广告 / 164

Trade Fair / 交易会 / 166

Dialogue 7: Trade Fair on Garments / 服装交易会 / 166

Dialogue 8: Trade Fair on Leather Products / 皮革制品交易会 / 166

Promotion / 促销 / 168

Dialogue 9: Different Promotional Activities / 各种促销活动 / 168

Dialogue 10: Promotional Event on Real Estate / 房地产促销活动 / 168

Unit 9 Marketing (II) / 市场部 (2) / 175

.....

E-mails / 电子邮件 / 176

Dialogue 1: How to Use an E-mail? / 如何使用电子邮件? / 176

Dialogue 2: Bulk E-mail / 群发邮件 / 176

E-wallet / 电子钱包 / 178

Dialogue 3: How to Use an E-wallet? / 如何使用电子钱包? / 178

To Buy Things on Line / 网购 / 180

Dialogue 4: How to Buy Things on Line? / 如何进行网购? / 180

Dialogue 5: To Buy Tickets Online / 网上购票 / 180

E-shop / 网店 / 182

Dialogue 6: To Set Up a Shop Online / 开网店 / 182

Dialogue 7: Business of an Online Shop / 网店生意 / 182

Website / 做网站 / 184

Dialogue 8: Requirements of a Good Website / 好网站的要求 / 184

Dialogue 9: To Make a Website Known / 提高网站知名度 / 186

Dialogue 10: Webpage / 网页 / 186

Unit 10 Marketing (Ⅲ)/市场部(3) / 191

.....
Product Introduction / 产品介绍 / 194

Dialogue 1: To Introduce a Backpack / 介绍背包 / 194

Dialogue 2: To Introduce a Sports Watch / 介绍运动手表 / 194

Dialogue 3: To Introduce Wool Socks / 介绍羊毛袜 / 196

Dialogue 4: To Introduce a Snapback Hat / 介绍后扣棒球帽 / 198

Dialogue 5: To Introduce Work Boots / 介绍工作靴 / 198

Dialogue 6: To Introduce a Machine / 介绍一款机器 / 200

Inviting Tender and Bidding / 招投标 / 206

Dialogue 7: Tender for Cranes / 起重机招标 / 206

Dialogue 8: To Inquire about a Tender / 询问招标细节 / 206

Dialogue 9: Bid by an Experienced Bidder / 经验丰富的投标方投标 / 208

Dialogue 10: To Submit a Tender / 递交标书 / 208

Unit 11 Complaints/ 投诉 / 213

.....
To Make Complaints / 投诉 / 216

Dialogue 1: To Make a Complaint about Poor Packing / 投诉包装 / 216

Dialogue 2: To Make a Complaint about Quantity Shortage / 投诉短量 / 216

Dialogue 3: To Make a Complaint about Delayed Payment / 投诉延迟发货 / 218

Dialogue 4: To Make a Complaint about Poor Quality / 投诉质量不合格 / 218

To Handle Complaints / 投诉处理 / 224

Dialogue 5: To Handle a Wrong Goods Complaint / 处理货物发错的投诉 / 224

Dialogue 6: To Handle an Inferior Quality Complaint / 处理质量不合格的投诉 / 224

Dialogue 7: To Handle a Delayed Shipment Complaint / 处理延迟装运的投诉 / 226

Follow-up Contacts / 跟踪回访 / 230

Dialogue 8: About Poor Packing Complaint / 跟踪回访包装差的问题 / 230

Dialogue 9: About Quantity Shortage Complaint / 跟踪回访短量问题 / 230

Dialogue 10: About Poor Quality Complaint / 跟踪回访质量不合格的问题 / 232

Unit 12 Business Travel (I) / 商务旅行 (1) / 237

.....

To Make a Reservation / 预订 / 238

Dialogue 1: To Reserve a Flight / 预订航班 / 238

Dialogue 2: To Reserve a Hotel I / 预订宾馆 I / 238

Dialogue 3: To Reserve a Hotel II / 预订宾馆 II / 240

Dialogue 4: Telephone Enquiry / 电话问询 / 242

At the Airport / 在机场 / 246

Dialogue 5: To Check in / 办理乘机手续 / 246

Dialogue 6: Airport Security / 机场安检 / 246

Arrival / 到达 / 252

Dialogue 7: To Meet a New Client / 接机 (新客户) / 252

Dialogue 8: To Meet an Old Client / 接机 (旧客户) / 252

Money Matters / 账务 / 258

Dialogue 9: To Check out / 办理退房 / 258

Dialogue 10: Currency Exchange / 货币兑换 / 260

Unit 13 Business Travel (II) / 商务旅行 (II) / 265

.....

Dinners and Banquets / 宴请 / 266

Dialogue 1: A Chinese Meal for Foreigners / 请外商吃中餐 / 266

Dialogue 2: To Make Yourself at Home / 请随意, 不用客气 / 268

About the Company / 272

Dialogue 3: A Computer Company Introduction / 公司介绍 / 272

Dialogue 4: About an Electrical Appliance Manufacturer / 电气设备生产商介绍 / 272

Dialogue 5: To Visit a Company / 参观公司 / 274

Visit to the Factory / 参观厂房 / 278

Dialogue 6: Factory Introduction / 工厂介绍 / 278

Dialogue 7: To Show Visitors around the Factory / 带客人参观工厂 / 280

Product Introduction / 产品介绍 / 282

Dialogue 8: Introduction to Oil-drilling Tools and Equipment / 石油钻采设备介绍 / 282

Joint Venture Discussions / 讨论合资企业 / 286

Dialogue 9: Work before Nodding to a Joint Venture / 同意成立合资企业前的准备工作 / 286

Dialogue 10: Separate Responsibilities of a Joint Venture / 合资企业双方责任洽谈 / 286

Unit 14 Run-up to the Year End / 临近年终 / 293

Performance Reviews / 业绩考核 / 294

Dialogue 1: To Review Salesmen's Performance / 对销售人员进行业绩考核 / 294

Dialogue 2: Sales Department Failed / 销售部业绩考核不合格 / 294

Dialogue 3: Annual Bonus / 年终奖金 / 296

Annual Meetings and Reports / 年会 / 300

Dialogue 4: About SWOT / SWOT 分析介绍 / 300

Dialogue 5: Evaluation of SWOT / SWOT 分析评价 / 300

Dialogue 6: Annual Sales Report / 年度销售报告 / 302

Dialogue 7: To Rethink Marketing Strategy / 反思市场策略 / 302

Dialogue 8: Annual Summary Report / 年度总结报告 / 304

Plans for the Year Coming / 来年计划 / 308

Dialogue 9: Going Global / 走全球化路线 / 308

Dialogue 10: To Improve Corporate Image / 提高公司形象 / 308

Unit 15 General Manager / 公司总经理 / 315

CEO's Work / 首席执行官工作 / 316

Dialogue 1: What Does a CEO Do? / 首席执行官都做哪些工作? / 316

Dialogue 2: A Short Speech by CEO / 首席执行官的简短讲话 / 316

Corporate Management / 公司管理 / 318

Dialogue 3: To Meet a New Employee (Departmental Manager) / 接见新员工

(部门经理) / 318

Dialogue 4: To Meet a Client (Distributor) / 接见客户 (经销商) / 318

Dialogue 5: To Talk about an Investment Plan / 商讨投资方案 / 320

Dialogue 6: To Talk about Candidates / 商讨候选方 / 322

Dialogue 7: Analysis and Summary of the Company Operations / 分析和总结公司
运营情况 / 324

Dialogue 8: To Talk to the Financial Manager / 与财务部经理谈话 / 324

Dialogue 9: Implementation of a System / 实施某个制度 / 326

Dialogue 10: To Talk about Joint Venture / 商讨合资企业事宜 / 328

Dialogue 11: Report to the Chairman / 向董事长汇报工作 / 330

Unit 16 To Be Listed / 公司上市 / 335

.....
Meeting to Talk about Listing / 召开上市会议 / 336

Dialogue 1: Suggestion of Going Public / 上市建议 / 336

Dialogue 2: To Talk about the Problem of Getting Listed / 讨论公司上市问题 / 336

Dialogue 3: Meeting to Talk about the Plan to Get Listed / 召开会议, 讨论上市方案 / 338

Dialogue 4: Talk between Chairman and His Secretary / 董事长对话董秘 / 340

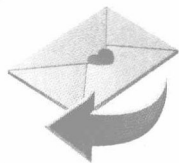
Dialogue 5: Appointment with Experts / 专家约谈 / 340

Dialogue 6: To Choose an Intermediary / 选择中介机构 / 344

Dialogue 7: To Prepare Financial Matters (Between Financial Advisor and Financial
Supervisor) / 财务准备 (财务总监对话财务顾问) / 344

Dialogue 8: To Talk about Independent Director / 讨论聘请独立董事 / 346

Dialogue 9: To Discuss the Company's Development after Listing / 上市后的发展讨论 / 348



Applying for a Job/ 求职应聘

Introduction

What are you going to do in the future? Finding a good and satisfying job may be everyone's dream and to some extent it is the key to success. If you are looking for a job, besides a proper resume, it is most likely that you will be asked for a job interview. Therefore, your introduction in the resume and performance in the job interview play an important role in getting the job. In this unit you'll learn something more about this practical topic. When a company needs to recruit or employ a new member, it may decide to advertise the job or position in the appointment section of a newspaper. People who are interested can then apply for the job by sending in a letter of application or covering letter¹ (US cover letter) and curriculum vitae or CV² (US resume) containing the details of their education and experience. A company may also ask candidates to complete a standard application form. The company's Human Resources Department will then select the most suitable applications and prepare a shortlist of³ candidates or applicants, who are invited to attend an interview.

你将来想做什么呢? 找到一份令人满意的工作可能是每个人的梦想,从某种程度上,也可以说是成功的关键。如果你正在求职,除了一份简历外,工作面试是必不可少的。因此,你在简历中填写的信息和在面试中的表现是得到这个工作的关键。在这个单元里,你将会了解到更多的关于求职的信息。当一个公司需要招募新员工时,它可以在报纸的招聘版面刊登该职位或工作。感兴趣的人员可以申请这个职位,一般是通过寄送求职信或简历来详细介绍自己的教育背景和工作经历。公司可能会要求申请者填写一份申请表。公司的人力资源部将会选出最合适的申请者,作为最后的入选者参加面试。



Recruitment/招聘

Dialogue 1: To Recruit New Members / 招聘新员工

- A: Hi, Mr. Li. I've got the reports from Sales Department and Marketing Department. They hope to recruit¹ some new members. I'd like to have your opinion.
- B: Oh, yeah. They also talked with me about the problem. Now our production and management are going well and there is a big demand for our products. We'll have to recruit new staff if we want to enlarge our production. However, new staff means more expenses. We'll have to carefully consider the time of recruitment as well as the number and especially the quality of the new staff to be recruited.
- A: Sounds reasonable, any good suggestions about that?
- B: Well, I think all departments should put forward plans and criteria for recruiting new staff based on their actual needs. Our Human Resources Department will collect all the plans and then make a decision at the managers' meeting according to the overall situation.
- A: Good. Please assign the task to all departments. And we will discuss it at the meeting next Wednesday.
- B: All right. I will do it immediately.

Dialogue 2: Resignation and Replacement / 辞职和招聘替补员工

- A: Jack gave me his letter of resignation yesterday. It came as a bit of surprise. We need to fill his position.¹
- B: Oh, my workload will double! When will he leave our company?
- A: He plans to stay until the end of May to complete his project.
- B: So one month more. That gives us time to hire and train a replacement.
- A: No one will get stuck with² more work if we quickly find a replacement. Now help me outline the requirements in the job ad.
- B: Ok. Anyway we will require a holder of a bachelor's degree, preferably Business Administration with a good command of English.
- A: Also with experience. We will require three years of experience working in a foreign trade company. What else would you suggest?
- B: I think the person should be flexible, creative, organized and have a good sense of teamwork.

【译文】

- A: 你好, 李先生。销售部和市场部已向我提交报告, 希望近期招聘几名新员工。我想听听你的意见。
- B: 这两个部门也向我说起过人员招聘的问题。目前, 我们公司的生产经营状况良好, 而且市场对我们的产品需求量大, 如果我们要扩大生产规模, 就必须要招聘新员工。但是, 增加人员意味着增加经费支出, 因此, 我们必须认真考虑招聘人员的时机、数量, 特别是要注意新招聘员工的质量。
- A: 有道理。在这方面你有什么好的建议?
- B: 我认为, 各部门应该从本部门工作的实际需要出发, 提出招聘新员工的计划和标准, 人力资源部汇总后, 由经理办公会根据公司的整体生产情况决定。
- A: 很好, 那请你给各部门布置这项工作。下星期三我们开会讨论这个问题。
- B: 好的, 我马上办。

【译文】

- A: 杰克昨天向我递交了辞职报告。这件事有点突然。我们得找人替补他。
- B: 喔, 我的工作量要加倍了! 他什么时候离开公司?
- A: 他计划待到5月底, 完成他的项目再走。
- B: 所以他给我们留了一个月的时间。我们有时间去招聘及培训新人。
- A: 如果我们能尽快找到替补人选, 工作量就不会增加。现在帮我想想这个招聘广告里要写哪些条件吧。
- B: 好的。总之, 我们需要本科学历, 最好是企业管理专业并且英语水平高的员工。
- A: 还要有工作经验。我们要求在外贸公司有三年工作经验。你还有什么建议?
- B: 我认为求职者必须灵活, 有创造力, 有条理性, 并且具有良好的团队合作意识。

Note:

1. recruit: *n.* 新兵; (机构中的)新成员; 新学生。如:
A recruit is a person who has recently joined an organization or an army.
vt. 招聘, 征募, 雇用。如:
How can I recruit a great product manager? 我怎样能招到优秀的产品经理?
Private universities already recruit many students from abroad. 私立大学早已招收了很多国外留学生。

Notes:

1. fill one's position: replace one's position 接替某人的职位
2. get stuck with: 无法摆脱, 被强迫做。如:
Why do I always get stuck with this? 为什么我总是这么辛苦地做这种工作?