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美语会话脱口秀系列

面试英语 口语大全

李雪 李铁红 范宏博 主编 [美]Michael Anderson 审订



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本书以“源自生活”为基本原则来选取素材，分为面试礼仪、面试话题、实例放送和附录4个部分，几乎涵盖了面试中的各个方面，意在把读者带到英语语境中，全面开发读者的语言潜力。本书在编写过程中，力求保证英语口语的原汁原味，学习者可以身临其境，融入到英语会话的情景当中，通过学习和实践，更快、更准确地把握英语口语的精髓。

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前言

Preface

随着社会的发展和国际交往的日益频繁,英语已经进入我们生活的各个方面,社会对英语口语水平的要求也越来越高。为了满足社会不同层次、从事不同工作的初级和中级英语学习者对日常英语的不同需要,我们精心编写了“美语会话脱口秀系列”丛书。本丛书包括《外企白领英语口语大全》、《文秘会话英语口语大全》、《社交英语口语大全》、《商务英语口语大全》、《情景英语口语大全》、《酒店职员英语口语大全》、《餐饮业职员英语口语大全》、《金融业职员英语口语大全》、《售货员英语口语大全》、《旅游英语口语大全》、《外贸英语口语大全》、《娱乐休闲英语口语大全》、《财会英语口语大全》、《公务员英语口语大全》和《面试英语口语大全》,共15本。

本丛书几乎涵盖了所有日常生活和工作场景所需要的基本英语用语,可供广大读者和英语爱好者灵活选用。丛书以场景对话为主要内容,使读者在阅读中有身临其境的感觉。丛书内容还包括“关键句型”和“词语加油站”。“关键句型”列举出各场景中出现频率最高的语句,供读者学习、模仿、熟记和运用。“词语加油站”精选出常用的重点词汇,为读者扫除词汇障碍。

《面试英语口语大全》以“源自生活”为基本原则来选取素材,分为面试礼仪、面试话题、实例放送和附录4个部分,几乎涵盖了面试中的各个方面,意在把读者带到英语语境中,全面开发读者的语言潜力。本书在编写过程中,力求保证英语口语的原汁原味,学习者可以身临其境,融入到英语会话的情景当中,通过学习和实践,更快、更准确地把握英语口语的精髓。

事实证明,学习英语的最好方法就是听与说的有机结合,而听、说也要尽可能地与日常生活相结合,从日常对话入手,逐步培养自己的英语交际能力,通过积极与他人进行互动交流来培养自信,只要有信心、有决心,从点滴做起,就一定能成为英语高手。

我们相信,读者通过对本丛书的学习,能够在短时间内达到脱口而出、流利表达英语的效果。英语口语水平会得到很大的提高。

限于编者水平,书中难免有不足之处,恳请广大读者批评指正。

编者

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Chapter 1

Interview Etiquette 面试礼仪



Unit 1 Dressing Etiquette

着装礼仪

Key Sentence Patterns 关键句型

- ① Your dressing doesn't match with the job you apply for.
你的着装与你要应聘的工作不相符。
- ② Iron your clothing to get rid of all wrinkles. 衣服要熨烫，不要有褶皱。
- ③ Wear shoes that match the color of your outfit. Black is usually the best.
穿的鞋子要和衣服的颜色相称，一般而言黑色的鞋最适当。
- ④ Wear dark colors such as navy blue.
穿深色衣服，例如深蓝色。
- ⑤ Make sure your hair is properly groomed.
确定头发梳整齐。
- ⑥ Clean your fingernails after neatly trimming them. 修剪完指甲后要清洗干净。
- ⑦ Don't wear a lot of jewelry or large pieces of jewelry.
勿佩戴过多或大型的珠宝首饰。
- ⑧ Don't wear shoes that are difficult to walk in. 不要穿不好走的鞋。
- ⑨ That's casual and makes me comfortable.
这身打扮很随意，而且我穿着也很舒服。
- ⑩ What do you say about walking shoes?
你觉得散步鞋怎么样？
- ⑪ You know someone may be allergic to the chemicals in perfumes. 要知道有人也许会对香水中的化学物质过敏。
- ⑫ I mean a T-shirt with a pair of shorts and a pair of sandals.
我的意思是 T 恤和短裤，外加凉鞋。
- ⑬ What kind of bag goes with my attire?
什么样的包跟我的衣服相配呢？
- ⑭ I think a backpack is appropriate and useful. 我想双肩背包既合适又有用。
- ⑮ Generally, in formal situation, boys always wear black suit or dark blue suit with a white shirt. 一般在正式场合下，男士都穿黑色或深蓝色西装，并且常配一件白色衬衫。
- ⑯ A red color tie is not suitable for interview because it indicates power. 红色领带不适合面试时系，因为它象征的是权力。
- ⑰ A smile and proper clothes can be the best attractive feature, because they can light up the whole person. 微笑和恰当的着装是最吸引人的特征，因为它们可以使人精神焕发。
- ⑱ Don't deck yourself up with fine clothes, but enrich your mind with profound knowledge. 不要用华丽的衣服装饰自己，而要用渊博的知识丰富自己。
- ⑲ Don't wear heavy makeup or lots of perfume when you attend an interview. 面试时不要化浓妆或喷过多的香水。

Pop Conversations 热门话题

I Suggest to Choose a Tie to Go with the Suit 建议西装配领带

Conversation 01

- A: What would you think if I part my hair on the side?
 B: A little to the left is OK. You should choose a tie to go with your suit.
 A: I fear I would tense up during the interview.
 B: Come on! Just do your best to sell yourself.
 A: What about giving me a practice test?
 B: All right. Now straighten your posture.

- A: 我把头发分边怎么样?
 B: 靠左分一点就好。你应该选条领带配西装。
 A: 我很怕面试的时候会紧张。
 B: 别怕, 尽力推销自己就是了。
 A: 给我个“模拟测验”好吗?
 B: 好的, 坐直。

II Make up and Buy a Suite 化妆和买套装

Conversation 02

- A: Brian, a company called me for an interview.
 B: That's great! You need to prepare for it.
 A: How?
 B: Get your hair done at a good hair saloon. Tell them you are going for a job interview.
 A: Okay.
 B: Buy an expensive suit.
 A: How expensive?
 B: The more expensive, the better.
 A: Is a white blouse okay?
 B: Yeah, fine. And dressing shoes.
 A: How about make up?
 B: Not much make up.

- A: 布莱恩, 有家公司让我去面试了。
 B: 太好了! 你得准备一下。
 A: 怎么准备?
 B: 去个好发廊做一下头发, 告诉他们你是要去面试。
 A: 好的。
 B: 买一套贵套装。
 A: 多贵的?
 B: 越贵越好。
 A: 白衬衣行吗?
 B: 行, 穿皮鞋。
 A: 化妆吗?
 B: 别化太重。

III Wear Right Clothes at the Right Time 着装因时而异

Conversation 03

- A: Hi, Kate. I'm going to have a job interview

- A: 嗨, 凯特。我下个星期就要面试了。你能

Chapter 1

Interview Etiquette

next week. Could you give me some advice?

B: You need to create a good image before that.

A: It's always easier to say something than to do it. What should I do?

B: For example, you should take care to appear well-groomed and modestly dressed. Avoid the extremes of a too elaborate or too casual style. This will put you on the same level as other applicants and make the interviewer consider more important qualifications.

A: But I love wearing T-shirts and jeans.

B: I advise you not to wear too casual a style when going to an interview. Informal clothes as well as torn jeans and dirty shoes convey the impression that you are not serious about the job, or that you may be casual about your work as you are about your clothes.

A: I know what you mean. I ought to wear right clothes at the right time.

否给我提些建议?

B: 你首先应该塑造一个好的形象。

A: 说来容易做起来难。我应该怎么做呢?

B: 比如, 你应该仪表整齐, 穿着得体。既不要穿着太复杂的款式, 也不要穿得太随便。这样能使你和其他应聘者处在同一水平上, 使面试官考虑一些更重要的(你们的)技能条件。

A: 可是我喜欢穿T恤和牛仔裤。

B: 我建议你面试时不要穿这种随意款式。不正式的服装和磨旧的牛仔裤以及脏鞋可以给人造成一种你对工作不认真的印象, 或者说你对待工作的态度同穿着一样随意。

A: 我明白了。我的着装应该因时而异。

• • • • • IV Choose a Set of Suit and a Tie • • • • •

挑选西装领带

Conversation 04

A: Good morning, Tom. What are you doing here?

B: Good morning, Betty. Since I'll have a job interview tomorrow, I want to buy a set of suit and a tie.

A: Congratulations. And have you chosen them?

B: Not yet. I don't know what color I should choose. Could you give me some suggestions?

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

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

A: 早上好, 汤姆。你在这儿干什么呢?

B: 早上好, 贝蒂。因为明天我要去参加一个面试, 所以我想买一套西服和一条领带。

A: 祝贺你。那你挑好了吗?

B: 还没呢。我不知道该选什么颜色的, 你能给我一些建议吗?

A: 当然可以啦。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。

B: 我比较喜欢黑色的。那什么样式的领带比较合适呢?

- A: It's easy to choose. And what color do you like?
- B: I like red very much.
- A: Oh, no. Red color is not fit for interview because it indicates powerful. How about a lighter color one?
- B: Okay, it's up to you. I have no idea about it.
- A: Well, I'll choose this light blue for you.
- B: That's perfect. Thank you.
- A: You are welcome.

- A: 这很好选择。那你喜欢什么颜色的呢?
- B: 我非常喜欢红色的。
- A: 不行, 红色不适合面试时系, 因为它象征的是权力。浅一点的颜色如何?
- B: 行, 一切由你决定。我对它一点概念都没有。
- A: 那好, 我就为你选这条浅蓝色的吧!
- B: 太完美了, 谢谢你。
- A: 不用谢。

Conversation 05

- A: I'm going to my job interview next week. Can you help me with my outfit?
- B: What do you get?
- A: How do you like this tie?
- B: Oh, no. It's not good. You will ruin this interview. This cartoon tie should be left home.
- A: Can I wear my leather jacket?
- B: Most employers approve of suits.
- A: How about that black suit?
- B: Black suits look too serious but I think you can relieve it with a light colored shirt. How about that light blue shirt?
- A: Marvelous! What shoes should I wear?
- B: That black leather pair will be OK. You should keep it clean and polished.
- A: Thank you. I think I should go and get a new haircut.

- A: 我下周要去面试。你能在衣服上帮帮我吗?
- B: 你打算穿什么?
- A: 你觉得这条领带怎么样?
- B: 哦, 不。这条领带不好。戴这条领带会搞砸这次面试的。卡通领带还是留在家里吧。
- A: 我能穿这件皮夹克吗?
- B: 大多数雇主更愿意看到穿西服的考生。
- A: 你觉得这套黑西服怎么样?
- B: 黑西服看起来太严肃了, 但我觉得你可以配一件浅色的衬衫。你觉得这条浅蓝的衬衫怎么样?
- A: 很漂亮! 我该穿什么鞋?
- B: 那双黑色皮鞋就可以。你该把鞋子擦干净。
- A: 谢谢你。我想我该去理发了。

V Suggestions for Dressing of an interview 面试着装的建议

Conversation 06

- A: Hi, Alan. I feel very nervous because I am going to have a job interview next Monday.

- A: 嗨, 艾伦。我心里忐忑不安, 因为下周一我就要面试了。你能给我一些建议吗?

Chapter 1

Interview Etiquette

Could you please give me some suggestions?

B: Sure. Firstly, it is very important for you to be punctual. Interviewers usually don't think much of a candidate who comes 5 or 10 minutes late only to explain that he could not find the place or he was stuck in traffic.

A: Yeah, that is very important.

B: Secondly, you need to create a good image in a limited time.

A: I will try my best to make a good impression, but it is always easier said than done.

B: I think you should make some preparations. For example, you should take care to appear well-groomed and modestly dressed. What's more, try to avoid a too casual style.

A: Can I wear T-shirt and jeans for the job interview?

B: You'd better not. Informal clothes convey the impression that you are not serious about the job, or that you may be casual about your work as you are about your clothes.

A: I've got it. I think I will wear a white shirt with a tie. Thank you for your suggestions.

B: 当然。首先,守时是非常重要的。面试官通常不会对那些面试迟到5到10分钟,却解释是因为找不到地方或途中堵车的人评价很高。

A: 对,这点很重要。

B: 其次,你应该在有限的时间内树立好的形象。

A: 我会尽最大努力留下好印象,可是说来容易做时难。

B: 我认为你应该做好充分准备。比如说你应该注意仪表整齐,穿着得体,另外,不要穿太随意的衣服。

A: 我面试时能穿T恤衫和牛仔褲吗?

B: 你最好别穿。非正式服装可以给人造成一种你对这份工作不认真的印象,或者说你对工作的态度同穿着一样随意。

A: 我明白了。我决定穿白衬衫系领带。谢谢你的建议。

Conversation 07

A: Hello, Jack. How do you like my dressing?
I am going to attend an interview and I am applying for a maths teacher post.

B: Well, to be honest your dressing doesn't exactly match the job. Look, your skirt is beautiful but it is too short. Your makeup is too thick and the color of your lipstick doesn't match your skin.

A: Really, what shall I do then?

B: You can just be neatly and modestly dressed. Don't wear heavy makeup or lots of perfume. Don't deck yourself up with fine clothes, but enrich your mind with profound knowledge.

A: Thank you very much, Jack. I've learned a lot from you.

A: 你好,杰克。你看我这身装扮如何?我要去参加面试。我应聘的是数学教师。

B: 说实话,你这身打扮不适合教师这份工作。你看,你的裙子虽然很漂亮,但是太短了。另外,你的妆化得太浓了,而且口红颜色也不适合你的肤色。

A: 真的吗?那我该怎么办?

B: 你只要穿着整洁大方就行了。不要化浓妆或喷过多的香水。不要用华丽的衣服装饰自己,而要用渊博的知识丰富你的大脑。

A: 非常感谢你,杰克!我从你这儿学到了很多知识呢!

Conversation 08

- A: Clare, are you going to the interview?
 B: Yes. How do you like my look?
 A: Terrible. Take a mirror and look at yourself! Sexy wearing, fancy jewelry and heavy make-ups. Do you want to leave your future boss such an impression?
 B: Of course not! But what should I wear?
 A: Your dress should be very formal.
 B: I don't know what I could wear. You know, I'm fat, so it's hard to buy suitable clothes.
 A: OK. Let me give you some advice. Do not wear clothes which are too thin or too thick.
 B: Yes, I know. That may reveal my obesity.
 A: So you'd better wear your overcoat, which may conceal your shortcomings.
 B: OK, thank you. I think the best way to find suitable clothes is to lose weight.

- A: 克莱尔, 你要去面试吗?
 B: 是啊。你看我打扮得怎么样?
 A: 太糟了, 你拿镜子照照吧。性感的穿着, 怪异的首饰, 还化着浓妆。你想给未来的老板留下这样的印象吗?
 B: 当然不想! 那我应该穿什么呢?
 A: 你的穿着应该非常正式。
 B: 我不知道该穿什么好。你知道, 我很胖, 所以很难买到合适的衣服。
 A: 好吧, 让我给你提几个建议吧。别穿太厚或太薄的衣服。
 B: 这我知道, 它们会暴露我肥胖的身材。
 A: 最好穿大衣, 这样能遮掩短处。
 B: 哦, 谢谢你。我觉得找到合适衣服的最好办法还是减肥。

Word Service Station 词语加油站

casual	非正式的, 随便的
elaborate	精心制作的, 详尽的, 复杂的
graceful	优美的, 文雅的
indicate	象征, 指示
modestly	谨慎地, 适当地
posture	姿势, 姿态
qualification	资格, 合格证书
well-groomed	衣冠楚楚的, 干净整洁的

A Few Tips for Job Hunting 求职小贴士

外企面试着装礼仪

男士着装礼仪:

1. 西服套装, 颜色首选深蓝色(沉稳又不过于沉闷), 或为其他深色。
2. 与西服套装相搭配的简单图案的领带。
3. 白色或浅色的领尖带扣的西装衬衫。

4. 擦亮的正装皮鞋，深色。
5. 不要戴耳环！如果你平时戴，面试前请取下。
6. 发型修剪整齐，短发最佳。
7. 指甲干净，修剪整齐。
8. 极为清淡的古龙香水。
9. 轻便的公文包或公事包。

女士着装礼仪：

1. 深蓝色或其他自然深色西服套裙。
2. 裙长略微过膝，站立时绝不要高于膝盖！
3. 白色或浅色衬衫，面料为纯棉或真丝。
4. 传统颜色的连裤丝袜，保持整洁（无破损或脱丝），随身携带备用丝袜。
5. 浅口无带皮鞋，鞋跟2.5厘米至5厘米。（不要穿系带凉鞋、沙滩鞋或厚底坡跟鞋）
6. 饰品简洁。除耳环外不要有其他可见的身体穿孔型饰品（如鼻环、眉环等）。
7. 化妆应淡雅、保守、低调。
8. 极为清淡的古龙香水或其他香水。
9. 轻便的公文包或公事包。

某些面试场合要求穿商务休闲装，其操作与企业具体文化有关，有些企业需要穿西服套装不系领带，还有的企业则可能允许穿牛仔裤和运动鞋。搞不清楚情况时，至少应当穿卡其裤（棉质休闲裤）和有领衬衫，而不要穿斜纹粗棉布（或劳动布）面料制成的衣服或裤子。商务休闲装还适用于在休闲场所或校园里举行的面试。

Unit 2 Greeting Etiquette

问候礼仪

Key Sentence Patterns 关键句型

- ① How do you do? 你好。
- ② I'm glad / pleased to meet you.
见到你很高兴。
- ③ I've been looking forward to meeting you.
我一直期待着和你见面。
- ④ It's a pleasure to meet you, Mr. Tom.
很高兴见到你, 汤姆先生。
- ⑤ How do you do, Mr. Wen. Glad to meet you. Just call me Bill. 你好, 文先生, 很高兴认识你, 你就叫我比尔吧。
- ⑥ It's nice to make your acquaintance, Mr. Peter. 真高兴认识你, 彼得先生。
- ⑦ I'm very glad to have the opportunity of meeting you.
有机会和你见面, 我很高兴。
- ⑧ Excuse me. May I see Mr. Smith?
对不起, 我可以见史密斯先生吗?
- ⑨ How do you do? I'm Mike Anderson.
你好, 我是麦克·安德森。
- ⑩ Just call me Lucy. Everyone does.
叫我露茜好了, 大家都这么叫。
- ⑪ I'm Mike Li. Nice to meet you.
我是迈克·李。很高兴见到你。
- ⑫ I'm sorry I'm late, but it was unavoidable.
抱歉, 我迟到了, 实在是无法避免。
- ⑬ Excuse me. I'm John Grant from Cambridge. 对不起, 我是剑桥来的约翰·格兰特。
- ⑭ Hello! My name's Lake Kirby.
你好! 我的名字叫莱克·柯尔比。
- ⑮ How do you do? My name's Charles Ford.
你好, 我的名字叫查理斯·福德。
- ⑯ Hello! Isaac Livingstone.
你好! 艾萨克·利文斯通。
- ⑰ May I introduce myself? Donald Ervin.
请允许我自我介绍: 唐纳德·欧文。

Pop Conversations 热门话题

I Self-introduction 自我介绍

Conversation 01

- A: You are Ms. Julia Wang? I'm Peter Lewis.
Sit down, please.
- B: Yes. Thank you. Nice to meet you, Mr. Lewis.
- A: 你是朱莉娅·王小姐吗? 我是彼得·刘易斯。请坐。
- B: 是的, 谢谢。见到您很高兴, 刘易斯先生。

Chapter 1

Interview Etiquette

A: Well, why don't you begin by telling me a little about yourself?

B: I graduated from Fudan University three years ago. My major is International Finance.

A: 先简要介绍一下你自己吧。

B: 我3年前毕业于复旦大学。我的专业是国际金融。

Conversation 02

A: Good afternoon. Sit down please.

B: Thank you.

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

B: My full name is Haoyang Liu.

A: 下午好。请坐。

B: 谢谢。

A: 能告诉我你的全名吗?

B: 我的全名叫刘浩阳。

II Have an Interview 面试

Conversation 03

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

B: I am. What can I do for you?

A: I'm here for an interview as requested. Nice to meet you.

B: Nice 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'm very happy that I'm qualified for this interview.

A: 劳驾。请问我能见经理李明先生吗?

B: 本人就是。你有什么事?

A: 我是应你们的邀请前来面试的。见到您很高兴。

B: 我也很高兴。请坐。

A: 谢谢, 先生。

B: 我们已经收到你对我们广告的答复信。我们来谈谈你的条件好吗?

A: 我非常高兴能获得这个面试机会。

Conversation 04

A: Good morning. May I help you?

B: Good morning. I'm Zhang Ming, coming for an interview with Mr. Chen. We made an appointment yesterday on the phone. Is Mr. Chen available now?

A: Oh, yes, Mr. Zhang, Mr. Chen is waiting for you at his office. Just a moment,

A: 早上好。有什么事吗?

B: 早上好。我叫张明, 是来见陈先生参加面试的, 我们昨天在电话里约好了, 陈先生现在有时间吗?

A: 噢, 有时间。张先生, 陈先生正在他的办公室里等你呢。请稍候, 我告诉他你来

please. I'll let him know you're here.
Mr. Chen asked you to go up to his office.
It's Room 203 on the second floor.

B: Room 203 on the second floor.

A: That's right. There is a lift at the end of the corridor.

B: Thank you.

了。陈先生让你到他办公室去。他在2楼203房间。

B: 2楼203房间。

A: 是的。走廊那端有电梯。

B: 谢谢你。

• • • • • III Wait for the Interview Result • • • • • 等候面试结果

Conversation 05

A: Good morning. I'm Lydia, the manager of the company. What's your name please?

B: How do you do, Lydia. My name is Ling. I'm coming for your advertisement for a trainee.

A: Well, for this job, we need people to work hard. Do you think you are suitable for this kind of job?

B: Yes, I think so.

A: Okay, tell me something about yourself.

B: I majored in Marketing in college. I worked part time at Direx Company as a sales assistant last year. I'm good with people and have excellent communication skills.

A: Good. Do you have a resume with you?

B: Yes, here you are.

A: Thank you. We have your contact information here. We'll get in touch with you as soon as we make our decision.

A: 早上好。我是丽迪亚，这家公司的经理。你叫什么名字？

B: 你好，丽迪亚。我叫玲，是来应聘见习推销员的。

A: 对于这个工作我们需要刻苦能干的人。你认为你适合这样的工作吗？

B: 是的，我想我行。

A: 好的，那说说你的情况吧。

B: 在大学我主修市场营销学。去年我在迪利斯公司做过兼职销售助理。我很受人欢迎，并且有很好的交际能力。

A: 好的。你带简历过来了吗？

B: 带了，给您。

A: 谢谢。这上面有你的联系方式。我们将在作出决定后立即与你联系。

• • • • • IV A Successful Interview 面试成功 • • • • •

Conversation 06

A: Good morning, sir. My name is Li Hong.

B: Good morning.

A: 早上好，先生。我叫李红。

B: 早上好。