

最新

面談英語

—For Better Prospects

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INTERVIEW ENGLISH

序 言

用英文面談的場合，多半發生在求職、及申請留美簽證時。在這種情況下，英文能力不僅成為被測試的對象，回答的好壞更直接影響面談的結果。因此如何熟悉各種問話，以英語做適當的回答，便成為準備英文面談最重要的問題。

針對上述需要，本書特別分類列舉問題，並佐以實用的回答範例，好讓讀者做充分準備。此外，在問答之後還有實況會話，讀者除了可以應用前面的問題，做進一步的模擬練習外，更可藉此揣摩面談情境，學習一般會話，進而增加臨場信心。

本書的第五部分，是提供求職者在面談之前所需準備的自傳、推薦函、及履歷表等範文。第六部分的美國政府組織問答，除有助於赴美者對美國的了解外，也可視為一般常識。最後希望本書能為您增加自信，打下成功的基礎。

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第1篇



求職面談
Job Interview

1 Introduction

Question

Answer

① Name and examination number, please?

✦ Number 20. My name is Wang Chih Ming.

② Tell me a little bit about yourself, please.

✦ My name is Wang Chih Ming and I live in Taipei. I was born in 1960. I am a student of Cheng Chih University. I have majored in public administration. I like traveling very much and enjoy sports. I am in the tennis club at my university.



1 介紹

《問》

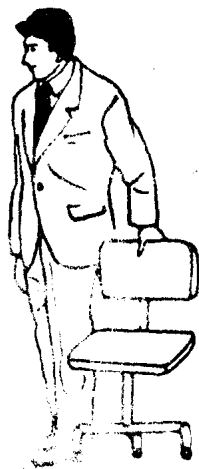
- ① 請問你的名字和應試號碼。

《答》

✦ 我是 20 號，王志明。

- ② 請告訴我一點關於你自己的事。

✦ 我叫王志明，住在台北，生於 1960 年。我唸政大，主修公共行政。我非常喜歡旅行，也喜愛運動，大學參加網球社。



2 Personal History

Question	Answer
① When were you born?	✦ July 25, 1960.
② What is your present address?	✦ 100, Jen Ai Road, Section 1, Taipei.
③ Have you moved often?	✦ Yes, my family has moved twice. I lived in Tainan through primary (grade) school and junior high school and then in my second year of high school we moved to Taichung and again we moved to Taipei when I started college. I've been there ever since.
④ Then when your family moved you had to change high schools?	✦ That's right. I transferred from a high school in Tainan to one in Taichung.
⑤ Did you find it easy to adjust to a new school?	✦ Well, at first everything was so different, and I felt a little strange, but I made a lot of new friends and then it didn't seem strange anymore.

2 經歷

《問》

① 你什麼時候出生？

② 現在住那裏？

③ 你常常搬家嗎？

④ 那麼你家搬了，你是不是得轉學？

⑤ 你覺得容不容易適應新學校？

《答》

✦ 1960年，7月25日生。

✦ 台北市仁愛路一段100號。

✦ 是的，我家搬過兩次。我小學和初中都住在台南，高二的時候搬到台中，開始上大學時又搬到台北。從此就住在那裏。

✦ 是的，我從台南的一所中學轉到台中。

✦ 呃，起初每件事都很難，而且我感到有點陌生，但是我交了很多新朋友，此後就似乎再也不陌生了。

Question

Answer

[6] What school did you graduate from?

✦ I graduated from Chung Shan University.

✦ I graduated from Cheng Kung High School.

[7] What schools have you attended?

✦ I finished Chung I Primary School in 1973, and entered Dah Tung Junior High School that same September. I graduated from there in July of 1976 and entered Cheng Kung High School in September that year. I graduated in July of 1979, and that September I entered Cheng Chih University, where I'm studying now.

[8] Have you kept in contact with any of your friends from grade school?

✦ Yes, it just happened that one of my friends from grade school is in my university, so whenever we see each other we talk about old friends.

[9] Tell me something about your experiences in high school.

✦ (Smiles) Well, I was in the gymnastics club, so the first thing that comes to mind is those long, hard practices! I was captain of the club for one year, and that was a really good experience, I think, trying to make the club better and stronger. I learned a lot from that.

《問》

⑥ 你是什麼學校畢業的？

《答》

✦ 我畢業於中山大學。

✦ 我畢業於成功中學。

⑦ 你唸過什麼學校？

✦ 1973年，我唸完忠義國小，同年九月進大同國中；1976年七月初中畢業，同年九月上成功中學；1979年七月畢業，同年九月就進了政大，也就是我現在唸的學校。

⑧ 你有沒有和任何小學同學保持聯絡？

✦ 有，正好我一個小學同學和我上同一所大學，所以每當我們兩個見面，就會談起老朋友。

⑨ 告訴我一些你在高中的經歷。

✦（微笑）好，我參加體操社，所以我最先想到的就是那些長期的苦練！我做了一年的隊長，那實在是個很好的經驗；我想使這個社更好、更茁壯，也從中學到很多東西。

Question

Answer

[10] Your application form says you were out of school for half a year during high school. Why was that? Were you ill?

✦ Oh, no. My father's job took him to America for six months, and he decided to take the whole family along.

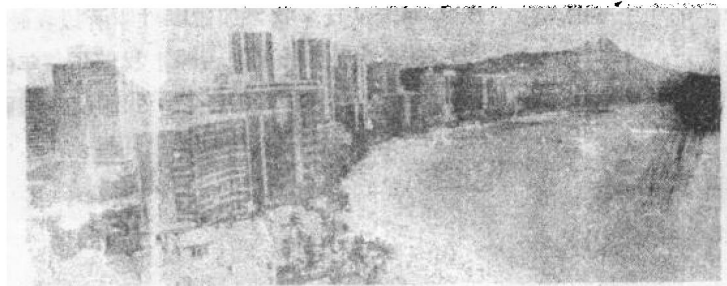
[11] So during that time you went to high school in the United States?

✦ Yes, it was just for a few months, but I attended Hollywood High school in Los Angeles.

[12] There was a year between the time you graduated from high school and when you entered the university. What were you doing during that time?

✦ I attended a college entrance prep school and studied for entrance exams.

✦ I took some time to do the things a person doesn't usually have time for. Mostly, I traveled.



《問》

10 你的履歷表上說你高中的時候有半年離開學校，那是爲什麼？你生病了嗎？

11 所以那時候你就在美國唸高中？

12 在你高中畢業和進大學中間有一年，那段時間你做什麼？

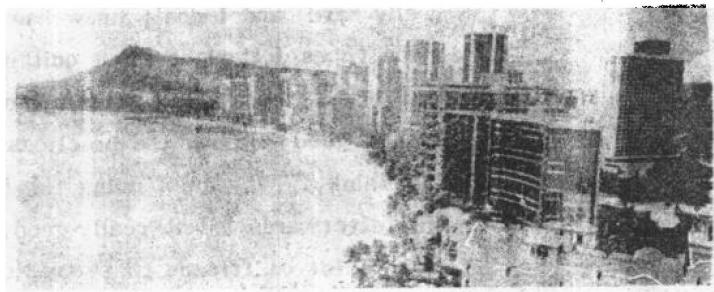
《答》

✦ 喔，不是，我父親的工作要他去美國六個月，他決定帶全家人一起去。

✦ 是的，雖然只有幾個月，但是我在洛杉磯上好萊塢中學。

✦ 我進補習班準備入學考試。

✦ 我花了一段時間去做平常人沒有時間做的事，大多是旅行。



3 Student Life

Question

Answer

① When you were a student, was there anything you got really seriously involved in?

✦ Yes, I decided that the best time to travel was while I was a student, so I worked my way around the country during vacations, doing part-time jobs here and there. I met all sorts of different people and it was really a good experience. Of course, there were good parts and bad parts, but looking back I think it did a lot for me. It changed me a lot, and helped me grow up.

✦ Well, I joined the judo club when I was a freshman in college, and during the four years I guess I spent more time and energy on judo than on anything else. The practices were really hard, and I don't know how many times I thought about quitting. But looking back on it, the memories are all good. During the practices I'd think, "Why am I doing this?" But afterwards I felt really good. I made a lot of friends that way, too, through the club activities.

3 學生生活

《問》

① 你當學生時，有沒有什麼是你真正認真參與的？

《答》

✦ 有，我認定學生時代是旅行最好的時候，所以假期中我在各地工讀，到處兼差。我遇到各式各樣的人們，那真是一個好經驗。當然，這樣有好有壞，但是回想起來，我覺得那對我有很多幫助，它使我改變很多，並幫助我成長。

✦ 嗯，我在大一時加入柔道社，我想四年來我在柔道社花的時間與精力，要比任何其他事情多。練習真的很辛苦，而且不曉得有多少次想放棄，但是回想起來，這些回憶都是好的。練習的時候我會想：「我為什麼要這樣？」但是後來我就覺得很舒服。就那樣，經由社團的活動，我也交了很多朋友。