

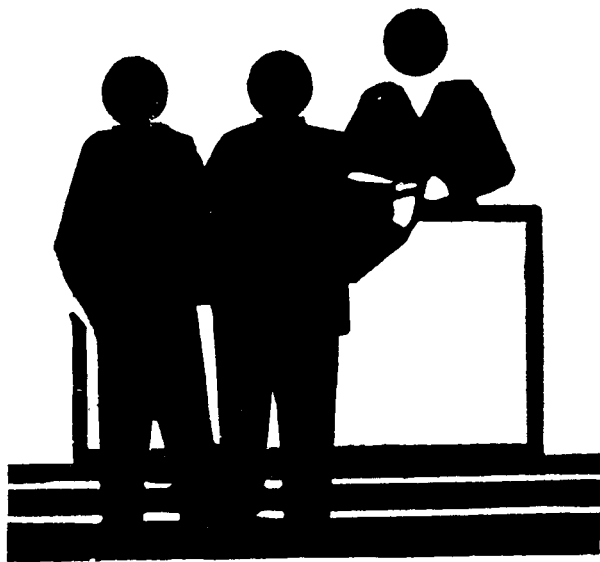
美國生活會話

LIVING AMERICAN ENGLISH

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AT WORK

工作



H319.7

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English at work

1. Help-Wanted Ads

Looking through the help-wanted ads in your local newspaper is sometimes a good way to find a job, especially part time or for short duration. The following are some examples of help-wanted ads:

Experienced maid. General housework for American family. Some English required. Live in. Box 375, Taiwan Journal, Taipei.

Smith and Co. required experienced stenographer-secretary and 2 clerk typists. Send personal history to Personnel Dept., 12, Shao-An st., Taipei.

Office boy wanted. Able to type and speak English. Part-time work by student acceptable. Fairley Enterprises. Phone 367-2332.

Baby-sitter wanted by British family. References, ability in English required. Good salary for right person. Phone 782-4564.

工作英語

1. 求人廣告

閱當地報紙的求人廣告欄有時候是一個求職的好方法，尤其是兼差或短時間的工作。下列是一些求人廣告的範例：

美國家庭誠徵一管理一般家事之有經驗女傭，必須會說一些英語，供宿。意者請寄台北市台灣雜誌社 375 號信箱。

史密斯公司誠徵有經驗速記秘書 1 名和打字員 2 名，意者郵寄履歷表至台北市詔安街 12 號人事室收。

誠徵公司小弟，須諳英打及說英語，學生兼差可，意者請電 367-2332 惠爾麗企業公司。

英國家庭誠徵保姆，須附身份保證書及會說英語，合適者高薪，請電 782-4564。

Young, hard-working man for position Sales Dept. Excellent salary and opportunity for advancement for right person. Experience in foreign trade and fluency in English essential. Do not apply in person. Mail personal history statement to Taipei Foreign Sales Co., 2, Nan-Hi Rd., Taipei.

2. Situation-Wanted Ads

If you're looking for work, an ad in the situation-wanted column of your local newspapers might produce good results. Give your qualifications and the kind of work you want. The following are some examples:

Male college graduate, 25, driver's license, wants job as chauffeur for foreign family. Highest references. Box 34, Taiwan Journal, Taichung.

Experienced clerk-typist seeks job in foreign firm. Fluent English. Age 24. Female. Box 44, Taiwan Journal, Taiwan. Learn spoken Chinese. Latest scientific method. Small classes in late afternoon and evening. Phone Terry, 341-2342.

Chinese male, 27, graduate of American university, seeks position teaching conversational English. Experienced. M.A. in linguistics. Box 54, Taiwan Journal, Kaohsiung.

銷售部門誠徵年輕、努力工作人員，合適者高薪並有升遷機會，在國際貿易須有經驗並且英語說寫流利。不面洽，意者郵寄履歷表至台北市南海路2號，台北國際銷售公司。

2. 求職廣告

如果你想找工作，在當地報紙的求職欄上刊登廣告可能會有好效果，說明你的資格和你所想要的工作。下列是一些範例：

大學畢業男性，25歲，有駕照，有意擔任外國人家庭司機職，附確實身份保證書，意者請寄台中市34號信箱台灣雜誌社。

有經驗打字員有意任外國公司職，英文流利，24歲，女性。意者洽台南市44號信箱，台灣雜誌社。教授中文會話，最新科學方法，傍晚及晚上小班制，請電341-2342泰利。

中國男性，27歲，美國大學畢業，有意教授英文會話職，有經驗，語音學文學碩士，意者請函高雄市54號信箱，台灣雜誌社。

3. Answering an Ad by Phone

Many companies and people prefer to do preliminary screening for hiring over the telephone. This saves a lot of time and the bother of processing written applications.

-Taipei Foreign Sales Co.

-May I have your Personnel Department, please?

-Just a moment, please.

-Personnel Department. Mr. Hobart speaking.

-I'm calling about your ad in this morning's paper.

-Oh, yes. Are you interested in doing some work in foreign trade?

3. 電話回答廣告應徵

許多公司和個人較喜歡用電話預先審查應徵者，這可以節省很多時間和處理手寫申請書的麻煩。

—台北國際銷售公司。

—請轉人事室好嗎？

—請稍待。

—人事室，我是赫巴特先生。

—我打電話來是詢問有關今天早報上你們刊登廣事情。

—哦，是的，你有興趣從事有關國際貿易方面的工作嗎？

—是的，先生。

—請問貴姓大名？

-Tom Ko.

-Thank you. Are you a university graduate?

-Yes. I graduated from Taiwan University last year.
I majored in economics.

-Have you had any experience?

-Just a little. Mostly part-time work.

-I see. Well, frankly we're looking for an experienced person. But your English sounds pretty good. Perhaps we could train you ourselves. Could you come over to see me this afternoon?

-Yes, sir. What time?

-About three.

-Yes, sir. I'll be there.

-Please bring a copy of your personal history statement, too.

-Yes, sir.

—郭湯姆。

—謝謝你，你大學畢業嗎？

—是的，我去年從台灣大學畢業，主修經濟學。

—你有經驗嗎？

—只有一點點，大部份是兼差工作。

—我瞭解，嗯，坦白的說我們要找的是有經驗的人，但是你的英文好像說的很好，或許我們自己可以訓練你，今天下午你能來見我嗎？

—是的，先生，什麼時候？

—大約三點鐘。

—是的，先生，我會去的。

—也請帶一份履歷表。

—是的，先生。

-O.K. I'll see you this afternoon, then. Thanks for calling.

-Thank you.

-Good-by.

-Good-by.

-Hello.

-Hello. Did you have an ad in yesterday's paper?

-Yes. We did. But I'm afraid the position's already been filled.

-I see. Well, thank you just the same.

-I'm sorry. Good-by.

-Good-by.

—好的，那麼下午見，謝謝你打電話來

—非常謝謝你。

—再見。

—再見。

*

—喂。

—喂，你們昨天是不是在報上刊登廣告？

—是的，我們有刊登，但是恐怕這個職位已經有人補充了。

—我瞭解，嗯，還是很謝謝你。

—抱歉，再見。

—再見。

*

-Hello.

-Hello. I'm calling about your ad for a baby-sitter.

-Oh, yes.

-I'm a student at Chin-Yih Women's College. I'm free every evening after five o'clock.

-I see. Well, we're looking for someone for the evenings. Perhaps you could come over and see me.

-Yes. I'd be glad to. When would be convenient?

-Well, today's not so good. How about tomorrow morning?

-I'm sorry, but I have classes in the morning. Would the afternoon be inconvenient?

-No. I don't think so. About four?

-Yes. That'd be fine.

-Good. May I have your name?

-Yes. Debbie Chen.

—喂。

—喂，我打電話來是有關你們刊廣告要找一位保姆的事。

—哦，是的。

—我是靜宜文理學院的學生，我每天下午五點以後都有空。

—我瞭解，嗯，我們是在找能夠晚上來的人，或許你可以來和我談談。

—是的，我很樂意去，什麼時候比較方便？

—嗯，今天不太好，明天早上如何？

—抱歉，但我早上有課，下午會不方便嗎？

—不，我不這麼認為，四點如何？

—是的，可以。

—好的，請問貴姓大名？

—是的，我叫陳黛比。

-I see. Well, thank you for calling, Miss Chen.

-Not at all.

4. Answering an Ad by Letter

Use the form for business letters shown below. If possible, the letter should be typed. Be extremely careful to spell the name of the person or company you're writing to correctly. A careless mistake in spelling the name would probably immediately disqualify you for the position. Letters of application should be brief and to the point.

An Example of Letters of Application

234, Ko Nan St.,

Taipei,

July 18, 19-

Smith and Co.

12, Shao-An St.,

Taipei

Gentlemen:

I should like to apply for the position of stenographer-typist in your advertisement in the Taiwan Journal July 17, 19-.

一知道了，謝謝你打電話來，陳小姐。

一不謝。

4. 寫信回答廣告應徵

利用下列商業書信的形式，可能的話這些信應該用打字的，特別要注意到你要寄去的人名和公司名的拼寫要正確，名稱拼寫的錯誤可能馬上被認定你不合適這個工作，應徵函應該簡單扼要。

應徵函範例

台北市克難街 234 號
19 一 年 7 月 18 日

史密斯公司
台北市詔安街 12 號

敬啓者：

我想應徵貴公司於 19 一 年 7 月 17 日在臺灣雜誌社刊登徵求速記打字員廣告職位。