

强 / 势 / 外 / 语 / 现 / 学 / 现 / 用

Oral English for Business

商务英语

口语

编 著

葛亚军 李国慧 刘彦清 于桂云



天津科技翻译出版公司

强势外语现学现用

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UNIT 1

As a Freshman in Workplace 刚刚走入社会



原书空白页

1

Interview

面试

A: Excuse me.

对不起。

B: Come this way, and please take a seat.

这边请坐。

B: My name is David, the Personnel Manager of this company. May I have your name, please.

我叫大卫,是公司的人事部门经理。请问你贵姓大名?

A: My name is Zhang Qiang.

我叫张强。

B: How did you hear about our company?

你是怎么知道本公司的?

A: I read your recruiting advertisement in The China Daily.

我从《中国日报》的求职广告栏上得知的。

B: What's your impression of our company?

你对敝公司有什么印象?

A: I feel that your company has a lot of potential.

我觉得是一个充满潜力的公司。

2

Self Introduction

自我介绍

B: Please briefly introduce yourself.

请你简单地介绍一下。

A: OK! I was born in 1972 in Shanghai. I graduated from Shanghai University. My major was Economics. I am still single. I worked for a trading company before.

好的!我生于1972年,上海市人。毕业于上海大学经济系。目前仍未婚。曾在一家贸易公司任过职。

B: Could you tell us something more about your family?

请谈谈你的家人好吗?

A: Yes, I have parents and a brother. My father works for a company, my mother is a primary school teacher, and my brother is in mandatory military service now.

好的,我家有父母双亲及一个弟弟共4人。父亲在一家公司上班,母亲是小学老师,弟弟在服兵役。

B: Do you have any other certificates or skills?

你有没有什么证书或特殊技能?

A: I don't have any other skills, but I am quite good at computer.