

高等学校商务英语规划教材

Speaking Course in Business English

商务英语口语



王战平 主编



华中科技大学出版社

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商务英语(1)口语综合教程

商务英语口语

A Speaking Course in Business English

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内 容 提 要

《商务英语口语》是商务英语系列教材之一,是为顺应当前国内对既熟悉国际商务知识又具有扎实英语语言技能的复合型人才的需求而编写的,旨在培养学生在各种商务环境下运用商务知识和英语语言技能进行沟通的能力。

本教程分为十二个单元,内容主要涉及企业商务活动中常用的英语口语沟通场景和技巧。每个单元包括六个模块:导入练习、常用词汇和表示法、对话样例、功能与结构、口语工作坊和补充阅读等。本教材由在商务及外贸方面具有多年工作和教学经验的编者编写,在语言上深入浅出,通俗易懂,在商务知识和情境选择上具有较高的可操作性和实用性。

本教材适用于高校英语专业学生、非英语专业二级英语水平以上的学生、中外企业员工以及各个大专院校和培训机构商务英语口语的学生和教师。

前 言

《商务英语口语》教材的编写是顺应当前国内对既熟悉国际商务知识又具有扎实英语语言技能的复合型人才的需求,旨在培养学员在商务环境下运用商务知识和英语语言技能进行沟通的能力。本教材是商务英语听、说、读、写、译等系列教材的口语分册,其内容涵盖商务环境下最基本、最实用的英语口语沟通技能。掌握商务环境下的口语沟通技能不仅能满足高等院校培养英语复合型人才的要求,而且也将来从事各种商贸或跨文化交流工作奠定坚实的基础。

本教材力求在商务知识和英语语言技能之间找到一个平衡点,以适合中国学生的方式进行深入浅出的引导和训练,确保学生在了解和掌握商务术语和基本概念后,在口语沟通上能言之有物、言之有据。本教材内容紧扣各个商务环节及流程,分模块提高学生在真实商务语境下的英语口语沟通技能。由于本教材的编者在商务及外贸方面具有多年的工作和教学经验,因此该教材在语言上通俗易懂,循序渐进,在商务知识和情境选择上具有较强的可操作性和实用性。归纳起来,主要包括以下几个特点。

1. 实用性强。本教材所选内容多为商务环境下典型的沟通活动,内容真实可靠,切合实际。学生在学完所有单元后,能整体了解商务环境下常见口语沟通活动的特点,在提高语言技能的同时也学到了企业工作流程和内容。

2. 层次分明,环环相扣。本教材的内容从应聘、入职直至日常工作,涉及商务环境下口语沟通活动的各个环节,每个环节都自然地过渡到下一个环节,口语沟通的难度和所需语言技能随着单元的推进而逐渐提高。

3. 语言技能与商务知识有机结合。本教材在确保所选素材来自真实商务环境沟通情境的前提下,语言的使用浅显易懂,即使没有任何企业工作经验的学生,也能保持较高的沟通信心,并做到举一反三。

4. 意念、功能交际法的应用。本教材在教学理念上突出强调意念、功能交际法,这就克服了单纯情境对话“缺乏完整性和系统性”的弊病,使学生在理解基本商务运作的基础上,能有效地运用相关句子结构将自己的想法表达出来,从而达到双向交流和沟通的目的。

5. 口语操练内容丰富,形式多样。口语的操练既有问答的形式,也有口头翻译、角色扮演和主题讨论的形式,确保学生能同步进行接受性技能(商务知识的习得)和产出性技能(商务主题的沟通)的训练。

本教程分为十二个单元,内容主要涉及企业商务活动中常用的英语口语沟通场景和技巧。每个单元包括六个模块。① 导入练习(Lead-in Activities)。该模块预先使没有直接接触过商务环境的学生了解和掌握与单元主题相关的背景知识和专业商务知识,为下一步进行正式的口语训练打下基础。② 常用词汇和表示法(Useful Words & Expressions)。该模块以双语的形式列举跟单元主题密切相关的词汇和表示法,帮助学生更准确、更专业地表达商务概念和想法,完成沟通任务。③ 对话样例(Sample Dialogues)。该模块一般都包括5组样例,每个样例都有详细的注释。对话样例便于学生了解商务对话的步骤、流程和主题内容,并在此基础上进行相应的口语模仿操练。④ 功能与结构(Functions & Structures)。该模块以商务沟通的意念功能为导向,让学生充分接触相同的意念功能在语言表述上的多样性,掌握相关词汇和句型的正确使用方法。⑤ 口语工作坊(Speaking Workshop)。该模块主要包括两部分——补充对话的缺省部分和角色扮演。学生通过这部分的操练可逐渐巩固所学内容,补充对话讲究合理和贴切,而角色扮演则给予学生更多的操练形式和发挥余地。⑥ 补充阅读(Supplementary Reading)。该模块能使学生更进一步了解和巩固所学内容,并就相关内容与老师进行问答或展开讨论。

本教材由王战平老师主编并负责全书内容的策划和审订工作,谭亮、杨燕荣、任朝旺和戴晖等四位老师参与了编写工作,其中谭亮老师负责1—3单元的编写;杨燕荣老师负责4—6单元的编写;任朝旺老师负责7—9单元的编写;戴晖老师负责10—12单元的编写。

本教材适用于高校英语专业学生、非英语专业二级英语水平以上的学生、中外企业员工以及各个大专院校和培训机构商务英语口语的学生和教师。由于编者水平有限,不当之处还希望各位读者指正和批评。

编 者

2010年2月5日

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Unit 1 Applying for a Job

Communication Objectives

- To make a detailed self-introduction to the interviewer
- To respond to the interviewer's questions
- To inquire about the requirements for the job opening
- To ask about your expectation for compensation package
- To call back to query about the interview result

I . Lead-in Activities

1. Read the following suggestions for finding a job and, in pairs, discuss which ones you agree with and why.

- 1) Contact your friends and see how they can help.
- 2) Visit an employment agency and ask about available jobs.
- 3) Look for the job that gives the best salary.
- 4) Read the advertisement in the Business Section of your local newspaper and try to find a job that matches your skills, qualifications, and interests.
- 5) Ask your parents or their colleagues to get you a job in the companies where they work.
- 6) Discuss your goals and interests with your friends and make a plan for how to proceed.
- 7) Talk to a counselor at the place where you are studying and ask for some advice.
- 8) Look for a job on the job-hunting websites.

2. Work in pairs. Imagine your partner is applying for a job at P&G. Complete the application form with the details your partner tells you and then switch roles with your partner.

Please fill in the form clearly in BLOCK CAPITALS	
Position Applied for:	
Title:	
Full Name:	
Nationality:	
Marital Status:	
Date of Birth:	
Address:	
Phone Number:	
E-mail:	
Current Employment:	
Higher Education:	
Professional Qualifications:	
Computer Skills:	
Language Skills:	
Interests:	
Signature:	

3. Read the checklist about factors affecting your job selection, put them in order of importance (1-7) with 1 indicating the most important and 7 the least important and then state your reasons.

Factors	Order of Importance
Career Development	
Monthly Pay	
Promotion Opportunity	
Flexible Benefits	
Working Environment	
Training Opportunities	
Company Reputation	

4. What is it in a business that appeals to you most in your job hunt? Discuss with your partner.
5. What kind of job would you like to have, and where do you see yourself in five years? Ten years? Discuss with your partner.

II . Useful Words & Expressions

apprentice / ə'prentis /	<i>n.</i>	学徒, 徒弟
bilingual / baɪ'liŋgwəl /	<i>adj.</i>	能说两种语言的
candidate / 'kændidit /	<i>n.</i>	申请求职者, 候选人; 报考者
curriculum / kə'rikjuləm /	<i>n.</i>	课程
employer / im'plɔɪə /	<i>n.</i>	雇主
extracurricular / ˌekstrəkə'rikjulə /	<i>adj.</i>	学校课程以外的
hire / 'haɪə /	<i>v.</i>	雇用
in-house training	<i>np.</i>	公司内部培训
interview / 'intəvjʊ: /	<i>n.</i>	面试
interviewee / intəvjʊ:'i: /	<i>n.</i>	被面试者
interviewer / 'intəvjʊ:ə(r) /	<i>n.</i>	面试者
job opening	<i>np.</i>	职位空缺
minor / 'maɪnə /	<i>n.</i>	副修科目
major / 'meɪdʒə /	<i>n.</i>	主修科目
nationality / ˌnæʃə'næliti /	<i>n.</i>	国籍
trainee / treɪ'ni: /	<i>n.</i>	培训生; 实习生
pay rise (BrE)/pay raise (AmE)	<i>np.</i>	加薪
probationary / prəʊ'beɪʃənəri /	<i>adj.</i>	试用的, 缓刑的
promotion / prə'məʊʃən /	<i>n.</i>	升迁; 升职; 晋升
qualification / ˌkwɒlɪfi'keɪʃən /	<i>n.</i>	资历

recruit / ri'kru:t /	<i>n.</i>	(机构中的)新成员
scholarship / 'skələʃɪp /	<i>n.</i>	奖学金
short-listed	<i>adj.</i>	入围名单的
prospect / 'prɒspekt /	<i>n.</i>	前景; 前途
remuneration / ri,mju:nə'reɪʃən /	<i>n.</i>	薪水/薪酬
resume / 'rezjumeɪ /	<i>n.</i>	履历表
vacancy / 'veɪkənsɪ /	<i>n.</i>	空缺, 空额; 空职

Job Hunting Terms

background check	背景调查	cold call	意外拜访
career change	职业转变	compensation package	薪酬包/薪酬组合
career fair/ job fair	招聘会	job-hunting etiquette	求职礼仪
career planning	职业规划	cover letter	推荐信
chronological resume	经历为主的简历	curriculum vitae (CV)	履历表
hybrid resume	混合型简历	work history	工作经历
declining letter	回绝函	internship	实习
job application	求职	job offer	录用通知
job satisfaction	工作满意度	job skills	工作技能
key accomplishments	主要成就	letter of acceptance	接受函
letter of recommendation	推荐信	networking	建立人际关系
headhunters/executive search firms	猎头公司	reference list/sheet	参考人名单
salary negotiation	薪酬协商	thank you letter	感谢信

Job Interviewing Terms

screening interview	筛选面试	traditional interview	传统面试
behavioral interview	行为模式面试	panel/group interview	小组面试
case interview	案例面试	situational interview	情境面试
stress interview	压力面试	phone interview	电话面试

III. Sample Dialogues

Dialogue 1

(Interlocutor A: job applicant/Interlocutor B: HR manager assistant. Interlocutor A calls to the office of Interlocutor B to ask the requirements of the job opening.)

A: Hello. My name is Guo Li. I was wondering if you have a store manager position available now.¹

B: Yes. We have a job opening for a store manager.²

A: Oh, great. Could you tell me about what qualities should the store manager you are looking for have?

B: Well, firstly, the store manager should have the vision and capabilities to formulate strategies to reach his objectives and communicate these ideas to his/her team members.³ He/She should be

aggressive, conscientious, and provide follow-through on all areas of responsibility.⁴ Secondly, he/she should be a role model for co-workers and be enthusiastic and self-motivated. In addition, he/she should also know how to motivate his/her staff, how to inspire them and how to make them work most efficiently. And he/she also should be good at organizing his/her own work as well as that of others.⁵ The last but not the least, he/she surely should be capable of inspiring others to recognize, develop and apply their talents to their utmost potential to reach a common goal.⁶

A: How many years of work experience must a potential candidate have?

B: At least 3 years' work experience in computer retailing industry. Besides, he/she should have a college degree in marketing or computer.⁷

A: I'd like to apply for this position.

B: Very good. Please fill out the application form, and hand it over to our department. Oh, we also need your resume. Would you send them to us by next Tuesday?

A: Yes. I'll do. May I leave my telephone number to you so that you could get in touch with me when an interview has been arranged?

B: That's good. What is your number?

A: My cell phone number is 15939872467.

B: Thank you very much. We'll notify you of the result by the end of this month.

A: I'm looking forward to hearing from you. Good-bye.

B: Bye-bye.

Notes

1. I was wondering if you have a store manager position available now. 请问贵公司是否有店长/门店经理的职位空缺。
2. Yes. We have a job opening for a store manager. 是的,我们有一个店长/门店经理的职位空缺。 a job opening for... 表示哪个职位的空缺,例如:a job opening for a secretarial position,一个秘书职位的空缺。表示职位空缺还可以用 have a... position available,例如:Part time secretary position available at a corporate office in San Diego. 圣地亚哥的一家公司办公室需要招聘兼职秘书。
3. Well, firstly, the store manager should have the vision and capabilities to formulate strategies to reach his/her objectives and communicate these ideas to his/her team members. 嗯,首先,店长/门店经理应该具有前瞻性,能够制定完成目标的策略,同时能够将自己的想法传达给团队成员。
4. He/She should be aggressive, conscientious, and provide follow-through on all areas of responsibility. 他/她应该具有进取精神,认真勤奋,而且对各项认真负责到底。 follow-through 坚持到底,例如:I've never met a successful person in any business who thrived on coming up with great ideas with no follow-through. 不管是做什么,只有绝妙的想法,但没有进一步的动作,那是不可能发迹的,在这方面我还没有见过成功的例子呢。
5. And he/she also should be good at organizing his/her own work as well as that of others. 他/她也应该擅长安排自己和他人的工作。 be good at something,擅长做某事。
6. The last but not the least, he/she surely should be capable of inspiring others to recognize, develop and apply their talents to their utmost potential to reach a common goal. 最后一点是,为了完成共同的目标,他/她无疑应具有激励他人的能力,使他们能够认识、培养和最大程度地发挥

自己的聪明才智。the last but not the least 英文习惯说的是 last but not least 或 last but by no means least, 意思是“最后的,但不是最不重要的”。逐一列举人或事物时,最后说到的往往会用这一成语,例如:What we need for this trip is a car, a good map, a compass, guns and bullets, and last but not least money. 我们此行要有一辆汽车,一幅准确地图,一个罗盘、枪和子弹,同样不可少的是钱。该成语的 last 和 least 第一音都是[l],英文称为“押头韵”(alliterative); last but not least 的反义词是同样押头韵的 first and foremost,即“首先要说的,也是最重要的”,例如:He is a man who wears many hats, but first and foremost he is a lawyer. 他有多重身份,但最重要的身份是律师。

7. At least 3 years work experience in computer retailing industry. Besides, he should have a college degree in marketing or computer. 最少有 3 年从事电脑零售的经验。除此之外,还要有市场营销或者计算机专业的本科学位。“有……的工作经验”可以用 have a work experience in... 来表达。a college degree 表示本科学位,类似的还有:a master's degree 硕士学位;a doctor's degree 博士学位。

Dialogue 2

(Interlocutor A: job applicant / Interlocutor B: HR manager. Interlocutor A comes to the office of Interlocutor B to take the interview by the latter.)

A: Good morning, Mr. Cai. I am Wang Ping, the guy who talked with you on the phone yesterday. I am here for the interview.

B: Hi, good morning, Mr. Wang. Come on in and have a seat.

A: Thank you.

B: Could you please briefly introduce yourself?¹

A: No problem. It's a pleasure to introduce myself to you, Mr. Cai. My name is Wang Ping. I am a graduate majoring in computer science and technology.² During the period of four years' study, I have mastered basic computer knowledge. So I can design, build or test software for commercial systems. But I believe it's just the beginning of my study and career through my life. So I think your company can help me reach the destination. Of course, I will create value for my company and prove my ability. In the spare time, I like reading and playing piano. Various hobbies make my life wonderful and substantial.

B: What is your greatest weakness?³

A: I like to make sure that my work is perfect, so I tend to perhaps spend a little too much time checking it. However, I've come to a good balance by setting up a system to ensure everything is done correctly the first time.

B: What is your greatest strength?⁴

A: My time management skills are excellent and I'm organized, efficient, and take pride in excelling at my work.

B: How do you handle stress and pressure?⁵

A: Prioritizing my responsibilities so I have a clear idea of what needs to be done has helped me effectively manage pressure on the job.

B: What motivates you?

A: I've always been motivated by the desire to do a good job at whatever position I'm in. I want to excel and to be successful in my job, both for my own personal satisfaction and for my

employer.

B: Why should we hire you?⁶

A: You should hire me because I have the skills outlined in the job description and I bring expertise to this position. I am hard working, professional, trusted and a team player.

B: Why do you want this job?

A: I well understand that this is a company on the way up. Your website says the launch of several new products is imminent. I want to be a part of this business as it grows.

B: What are your goals for the next five years?

A: My long-term goals involve growing with a company where I can continue to learn, take on additional responsibilities, and contribute as much of value as I can.

B: How do you plan to achieve those goals?

A: I noticed that your company provides in-house training for employees and I would certainly be interested in taking classes that would be relevant.

B: OK, very good. We will make our decision before March 4th. I'll let you know by telephone. Thank you for your interest in our company, Mr. Wang.

A: Thank you Mr. Cai for your time today. I'm definitely interested in this position. I am looking forward to your call.

B: Good-bye.

A: Good-bye.

Notes

1. Could you please briefly introduce yourself? 你能简单地介绍一下自己吗? 这是面试中最常见的问题之一。面试中的自我介绍不需要面面俱到,关键是简明扼要,根据职位要求选择重点介绍。如果你不确定,也可以如下回答:“There's so much to tell! Would you like me to emphasize my personal history, the special training and education I have that prepared me for this sort of position, or the skills and job-related experiences I have to support my objective?”等面试官指出某一方面后,你再针对某方面进行详细介绍。
2. I am a graduate majoring in computer science and technology. 我是一名计算机科学与技术专业的毕业生。 I major in... 我的专业是……。另一种表达法也可以是 My major is...。
3. What is your greatest weakness? 你最大的弱点是什么? 这个问题的目的是要暴露你的缺点。因此,你要选择从雇主角度来看不是缺点的弱点来说,比如: a sense of urgency to get project completed 或者 wanting to triple-check every item in a spreadsheet(电子数据表)。这些“缺点”都表明 you are a candidate who will make sure that the project is done on time 或者 your work will be close to perfect。问题也可能以这种形式出现: What are your major weaknesses?
4. What is your greatest strength? 你的最大优点是什么? 这是最容易回答的问题之一,你只需要把你的优点详细说出即可。问题也可能以这种形式出现: What are your major strengths? 你的回答可以是: One of my major strengths is my ability to work hard toward a goal. Once I make a decision to accomplish something, it gets done and done well. For example,...
5. How do you handle stress and pressure? 你是如何处理压力的? 在回答这类问题时,最好用例子来证明你的观点。例如: Stress is very important to me. With stress, I do the best possible job. The appropriate way to deal with stress is to make sure I have the correct balance between good stress and bad stress. I need good stress to stay motivated and productive. /I react to situations,

rather than to stress. That way, the situation is handled and doesn't become stressful. / I actually work better under pressure and I've found that I enjoy working in a challenging environment. / If the people I am managing are contributing to my stress level, I discuss options for better handling difficult situations with them.

6. Why should we hire you? 我们为什么要聘请你? 回答这类问题时最好用具体例子说明你的技能与成就,证明你是最佳的候选人。例如: You should hire me because I don't need to be trained and have a proven track record. / I have more than 15 years of education and experience related to this position. More than six of those years have been in management positions similar to the one available here. In my last position, I was promoted three times in the six years I was there. / You should hire me because I have the skills outlined in the job description and I bring 10+ years of expertise to this position. I am hard-working, professional, trusted and a team player.

Dialogue 3

(The scene is an office of an Investment Company. Interlocutor A, Mr. Liu, the Marketing Manager is interviewing the applicant, Interlocutor B, Miss Ellen Chan, for the position of Marketing Officer Trainee.)

A: Will you come in please, Miss Ellen Chan? Take a seat.

B: Thank you.

A: Good to see you. Thank you for coming in to the interview. Now, let me see. You are applying for the vacancy we have for a Marketing Officer Trainee.¹ Isn't that right?

B: Yes, that's right.

A: Mm. And you're in the final year of a degree in Marketing?

B: Yes, I expect to graduate in the summer of 2009.

A: With French as your major and Marketing as a minor, right?

B: No. Marketing is my major—and French my minor. I'm looking for a career in Marketing, with my language as a useful back-up.²

A: Oh yes, sorry. Well now, I notice that you intend to complete your degree in three years instead of the usual four, and that you were able to persuade the university authorities to agree to that. Why did you decide to approach them in the first place?

B: Well, the reason why I wanted to complete the degree as quickly as possible is that I am older than most undergraduate students. I've had work experience before starting the degree, and I was anxious to be back into the working world as soon as I could. I made up my mind to show in the first term that I am a well-organized and hard-working person, and then to put my case. I did this and the University authorities agreed very readily.

A: Have you any regrets about that decision?

B: Well, no. No serious regrets. But I should have liked to give more time to the dramatic and musical activities I mentioned in my cover letter.³ I've had to cut down on these in my final year.

A: Mm, now. You say in your cover letter that you are aggressive and ambitious. These are what we name as important qualities in the job advertisement. Well, I wonder if we mean the same thing by them. What exactly do you mean, Miss Chan, when you say you are ambitious and aggressive?

B: I mean that I really do want to test my abilities against very high standards. That's why I want

to work for your company. I don't mean that I think you should be brutal or insensitive in relation to other people. And I don't mean that I bully people. I hope I never do that. But I am determined and direct, and my experience has been that most people like that and respond to it. They don't feel threatened by it.

A: Mm. I think we see eye to eye there. ⁴ How about those languages? Mm, I can hear how good your English is. How is it you can speak both Cantonese and Mandarin?

B: I grew up speaking both languages. My father is a native speaker for Cantonese, and my mother's Mandarin is very good. We all visit relatives in Mainland regularly, and of course I have always spoken Mandarin to my grandparents and my other relatives. I studied French in school and now at university.

A: And how good is your French now?

B: My French is not as good as my English. I can read it easily and write it with no more than a few mistakes, but I have never spent more than a few weeks in a French speaking country, so neither my listening comprehension nor my speaking is fluent.

A: Mm. Now, how much do you know about the sort of work that a Marketing Officer Trainee does in a company like ours?

B: Well. My reading of the job description suggests that a trainee probably starts as an apprentice working closely with an experienced Marketing Officer, learning how to keep records, identify opportunities, and implement plans and gradually taking on more responsibility and exercising more initiative. ⁵

A: Well, Miss Chan, one of your referees says you left a place where you were employed unexpectedly. What happened?

B: I'm not sure what he means. I have certainly never been dismissed. But I did give in my notice and leave a part-time job when I had the offer of a university place. I said very little about my reasons for going. They would have been thought strange and rather snobbish.

A: Mm. I see. Well. On another topic altogether. Do you see a use for your languages in all this?

B: Well, not on a daily basis. My experience is that if you do have a control of several languages, then you put that to use only occasionally, but the occasion is often a highly critical one! You are in a position to be extremely useful for that moment! And that is very satisfactory.

A: Well, mm. Any questions you would like to ask, Miss Chan?

B: Mm, just one. It has to do with progression in your company. I notice there is a three-month probationary period followed by six months further training. ⁶ Well, what happened then? Where are successful applicants say eighteen months after they join your company?

A: Earning very competitive salaries. We don't want to lose them. And they will be on their way to developing one of several specialisms we require.

B: Thank you. Thank you for your time, Mr. Wong. I hope I'll hear further from you soon.

A: Hmm, we have two more applicants to interview on Thursday. Well, our company practice is to advise all short-listed applicants whether they have been successful or not by telephone or by mail within a week after that. Well, good-bye Miss Chan. We'll be in touch with you.

Notes

1. You are applying for the vacancy we have for a Marketing Officer Trainee. 你准备申请营销培训

- 生的职位。vacancy, 空缺, 空职。例如: Sorry, the vacancy in the office has been filled. 对不起, 职员空缺已有人补上。培训生(trainee)是指企业为了储备管理人才而做的一种人员培训、储备工作。常见的做法就是招募一些没有或少有工作经验的优秀毕业生, 将其放到基层或一线进行锻炼。
2. Marketing is my major—and French my minor. I'm looking for a career in Marketing, with my language as a useful back-up. 我希望从事市场营销的工作, 语言能力是我有用的备用工具。市场营销是我的专业, 法语是我的辅修。back-up, 辅助, 备用。例如: We can use him as a back-up if one of the other players drops out. 万一哪位其他队员退出, 我们可以用他做替补。
3. But I should have liked to give more time to the dramatic and musical activities I mentioned in my cover letter. 但是我本想在戏剧和音乐活动上面多花些时间, 这些活动在我的求职信上都提到过。这个句子使用了虚拟语气, should have done, 对过去情况的虚拟, 表明过去并没有发生。
4. I think we see eye to eye there. 我们在那方面的想法是一致的。see eye to eye, 表示“看法完全一致”。例如: My sisters don't see eye to eye with me about the arrangements. 我的姐妹们在具体安排上与我的意见相左。
5. My reading of the job description suggests that a trainee probably starts as an apprentice working closely with an experienced Marketing Officer, learning how to keep records, identify opportunities, and implement plans and gradually taking on more responsibility and exercising more initiative. 看了职位描述, 我觉得培训生可能会从学徒做起, 跟随一名有经验的营销专员, 学习如何做记录、搜寻时机、执行计划, 然后慢慢承担更多的责任, 发挥更多的主动性。job description, 职位描述/职位说明书。职位说明书是关于工作执行者实际在做什么、如何做以及在什么条件下做的一种书面文件。职位说明书使每个职位的职责得以清晰的界定, 并且提供了该职位多方面的信息, 这就为考核、培训、人员选拔、奖励等人事工作提供了基础。
6. I notice there is a three-month probationary period followed by six months further training. 我留意到3个月的试用期结束后还要进行6个月的培训。probationary period, 试用期。试用期是指用人单位和劳动者为相互了解、选择而约定的不超过6个月的考查期。

Dialogue 4

(The scene is an office in one of the buildings owned by the Standard Chartered Bank in Hong Kong. Interlocutor A, Mr. Smith, Human Resources Manager, is interviewing the applicant, Interlocutor B, Mr. Felix Chau, who will graduate this year with a degree in Integrated Business Administration.)

A: Can you come in, Mr. Felix Chau? I'm John Smith. Do please sit down.

B: Thank you. Good afternoon, Mr. Smith.

A: Well now for a start and just to set the ball rolling.¹ Mr. Chau, can I check that you're applying for the post of Management Trainee? And that you're graduating in Integrated Business studies? Tell me, why integrated? Is there something special about this degree?

B: Yes, in a way there is. The subjects in the program—Finance, Marketing, and Banking, and so on are taught as aspects of a single study—that of Business, rather than as separate disciplines which the student has to relate to each other as best he can. I chose it for that reason.

A: And what advantages do you think it has over a more conventional course of study?

B: I think it's more coherent and more motivating, and many of my friends on this and other courses agree with me. Everything we have done, including the study of Economics which can