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内 容 提 要

全书按面试的基本程序分为求职准备、面试准备、面试常见问题、与主考官“过招”、面试结束后和实战演练 6 大章节。本书可以全方位、立体式地帮助读者成为一位地道的职场达人。

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表达;“开心一笑”——双语对照小幽默。这样的板块安排是我们精心设计的,可以使读者在重点学习之外有更多的收获。

本书在编写过程中得到了北师大和首师大诸位同仁以及外教老师们的大力支持,感谢他们为本书所作的辛勤笔耕和细致审校工作!

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2. 有关“bet your father was a blacksmith”的用法

语音集训

1. It's fun to run and jump in the sun.
2. He sells the best hen's eggs every Wednesday in the market.

及格时间:14 秒

你的记录:_____

先听为主

Dialogue 1

Steps to successful online resume writing

A: I will be graduating from college soon, but I haven't found a job yet.

B: Dear Betty, you can try posting your job seeking information online.

A: Good idea! But I don't know how to set up and send an online resume.

B: Be patient, I will offer you seven steps to successful online resume writing:

1. Set your page width to 60 characters.
2. If you have used bullets, replace them with hyphens.
3. Take out all tabs, and use your spacebar instead.
4. Delete any consecutive dots like "...". Use short lines.
5. If you have written your resume using word-processing software like Word or Word Perfect, save an additional version in text format.
6. Edit the text to make sure that it is text-only at this point.
7. Cut and paste the text onto an e-mail page and send it to the website of the job agency.

✱ 范 例

范例 1

Cuiweiwei

No. 4, Fucheng St, Haidian District

Beijing, China 100866

Phone: (010) 88530007

E-mail: cuiweiwei@163.com

OBJECTIVE: To obtain a research and development position utilizing my experience and background in signal/image processing, machine learning, pattern recognition, mechanical and control engineering

SKILLS: Research in wireless communication networks, sensor networks; Work experience in statistical pattern recognition, machine learning and artificial intelligence. Extensive research in dynamic systems and control, image processing, process monitoring and fault diagnosis; Strong programming skills in Matlab/Simulink, C/C++, STL, Labwindows and Labview; Solid background in Control Theory, Digital Signal Processing, Optimization and Statistics; Familiar with MS Office, SQL, Visual Basic and Java programming; Operating systems: MS Windows, Linux, Unix

EDUCATION: Ph. D. , Mechanical Engineering, Beijing University, Beijing, 7/2004

M. S. , Mechanical Engineering, Xi'an Jiaotong University, China, 7/1997

B. S. , Mechanical Engineering, Shanghai Jiaotong University, China, 7/1994

Academic Courses: Control Systems, Linear Systems, Digital Signal Processing, Applied Data A-

意很好,业绩大幅增长,我们公司需要更多人才。

4. The key to find the right people is to establish a database for the professional people. 找人最关键的就是建立一个专业人才数据库。
5. I am sorry, but I am happy where I am. 对不起,我很喜欢我现在的工作。
6. What would it take to get you to join our company? 我们要怎么做你才会加入我们的团队呢?
7. How can I find a headhunter? 我如何能找到一个猎头?
8. What if a headhunter calls me up? 猎头公司给我打电话怎么办?
9. Why do people need to find a headhunter? 为什么人们需要找猎头公司?
10. You can find them all over the internet. Sometimes, you do not need to find the headhunters, they will find you. 在网站上到处你都能找到他们。有时,你不需要找到猎头公司,他们会找到你。
11. They could not make trouble for you, and are willing to talk to you at your convenience. 他们不会给你制造任何麻烦,并且愿意在你方便的时候和你谈话。
12. Using a headhunter is not only useful in finding jobs, but also in the negotiation of a job offer. 利用猎头公司不仅对于找工作会有用,对工资的商谈也很有用。

开心一笑

A Fine Match

One day, a lady saw a mouse running across her kitchen floor. She was very afraid of the mouse, so she ran out of the house, got into a bus and went to the shop. There she bought a **mousetrap**. The shopkeeper said to her, "Put some cheese in it and

B: 好, 这样挺好的! 谢谢你的小贴士!

IN 语点拨

Life is too short. 人生太短促。

此语用来表示不愿耗费大量时间去做不值得的事。例如: 你不喜欢下棋, 觉得太浪费时间, 当有人邀你下棋时就可回答: “No, thanks. Life is too short.” 又如, 当太太提议按食谱做一道需要 24 道工序的菜, 要是你觉得太费时间, 不值得, 可以说: “Life is too short for that kind of dish.” (对那种菜来说, 人生太短促了。)

高频用语

* 弄清面试对象、时间、地点

1. How much do you know about the company that is going to interview you, and the job? 你对要去面试的那个公司了解吗? 对那个职位又了解多少呢?
2. Excuse me, whom am I supposed to meet? 打搅一下, 我知道我应该找哪一位?
3. Shall I meet you by that time? 到时我是跟你见面吗?
4. Did you have any trouble finding the office? 这里好找吗?
5. Can you tell me when I shall have an interview? 能告诉我何时面试吗?
6. Can you come tomorrow morning? 你明天上午能来吗?
7. I know the company quite well. I am very familiar with its history, its business pattern, its performance in recent years and almost everything about it, because I've been studying its website for many days. 我已经对公司相当熟悉了。他们的发展历史、商业模式、近几年的业绩, 还有其他任何相关信息我都了解得一清二楚, 因为我已经研究他们的网站很多天了。
8. The sales manager will be expecting you. 销售部经理将会

等候你的光临。

9. No, Mr. Brown will give you the interview. 不, 布朗先生给你面试。
10. Oh, no. It was easy. Your office sent me a map. 噢, 很好找。你们给我寄了地图。
11. My secretary will tell you when and where for interview. 我的秘书会告诉你面试的时间和地点。
12. I am afraid not. Can you make it Tuesday morning? 恐怕不行。你能定在周二上午吗?

开心一笑

Facts Of Life

I have always tried to be open and honest with my children whenever they came to me with questions. But six-year-old Peter **caught me off guard** one evening when he bounced in at dinner time and asked, "Mom, when you get married, does that make you pregnant?"

"No," I answered, "Getting married is not what makes you pregnant."

"Well," he persisted, "how do you get pregnant then?"

Not wishing to get into such a serious discourse just before dinner, I answered, "Peter, it's a sort of a long story."

Within an **impish** look on his little face, he cocked his head and replied, "You don't know, do you?"

生命知识

每当孩子们问我问题时,我总是试图坦诚相告。可是,有天晚上,我那六岁的儿子彼得把我难住了。他在晚饭时冲回家来,突然问道:“妈妈,结婚会使人怀孕吗?”

“不,”我说,“结婚不一定会使人怀孕。”

“那么,”他追问道,“你是怎么怀孕的?”

B: In such a wonderful culture, the employees must learn more and grow fast.

A: Good! You've already begun to understand the essence of corporate culture!

B: Thanks for sharing your knowledge. I know I should find a job in a company with excellent corporate culture.

对话 1

面试前应先了解企业文化

A: 参加面试时,你应该先了解他们的企业文化。

B: 是吗? 给我多讲讲吧。

A: 嗯, 比如说, 有些公司会鼓励员工继续学习他们的专业课程。公司本身就是一个学习型的组织。有些公司甚至特意为员工订阅了多种语言的报刊杂志, 鼓励员工阅读。这样做功效独特。

B: 这确实是很棒! 我猜这样公司的员工工作起来肯定都很有激情, 而且会培养出更多的业务精英。

A: 你算说对了! 此外, 有些公司每月都为员工安排基础技能培训和专业知识培训, 帮助员工提高业务水平, 这也就是这些公司迅速发展壮大的一个很重要的原因。

B: 有这么好的企业文化的熏陶, 员工们肯定能学习到更多的知识, 让自己迅速成长!

A: 不错。你已经开始理解企业文化的精髓了。

B: 谢谢你告诉我这么多。看来我应该找一个企业文化优秀的公司。

Dialogue 2

Company that stimulates creativity develops faster

A: What is your understanding of the organization structure of a company?

B: I think the organizational structure describes the company's formal framework or system of communication and authori-

- company? 你在原来的单位负责什么工作?
7. I work at Youhen International Trade Company, Ltd. 我在有痕国际贸易有限公司工作。
 8. I plan the advertising campaign and coordinate the work of artists and typographers. 我做一些广告策划,并协助艺术家及制作人员。
 9. I work as an editor. 我做编辑工作。
 10. I have 4 years' relevant experience. 我有4年相关经验。
 11. I have had five years' experience with a company as a salesman. 本人曾在某一公司担任推销员,前后有5年之久。
 12. I have been working as a computer programmer for five years. To be specific, I do system analysis, trouble shooting and provide software support. 我干了5年的电脑程序员。具体地说,我作系统分析,解决问题以及提供软件供应方面的支持。

开心一笑

Ambitious Mother

A guy walks into a bar with a small dog. The bartender says, "Get out of here with that dog!"

The guy says, "But this isn't just any dog—this dog can play the piano!"

The bartender replies, "Well, if he can **play the piano**, you both can stay... and have a drink on the house!"

So the guy sits the dog on the piano stool, and the dog starts playing. Ragtime, Mozart... and the bartender and customer are enjoying the music.

Suddenly, a bigger dog runs in, grabs the small dog by the scruff of the neck, and drags him out. The bartender asks the guy, "What was that all about?"

合理,我不会计较太多。

10. I am paid on a salary not commission. 我现在拿的是薪水而不佣金。
11. To be frank, I don't think the company's salary structure is perfect. 坦白说,我认为公司的薪资结构并不完善。
12. I think I deserve more than that. 我觉得我应该比现在得到的多。

开心一笑

I've just Three Things to Tell You

“Doctor,” a woman shouted as she **bounced** into the room, “Tell me frankly what's wrong with me.” The man surveyed her from head to toe and said, “Madam, I've just three things to tell you. First, your weight needs to be reduced by 50 pounds. Second, your beauty could be improved if you used some **rouge** and lipstick. And third, I'm an artist—the doctor lives downstairs.”

我要告诉你三件事

“医生,”一个女人蹦进房间大喊,“老实告诉我,我到底有什么毛病。”他从头到脚打量着她:“女士,我要告诉你三件事。第一,你需要减掉 50 磅体重;第二,你要是涂点胭脂和口红就更美了;第三,我是艺术家,医生在楼下。”

bounce [baʊns] *v.* (使)弹起, (使)颠跳 *n.* 弹, 反弹

rouge [ru:dʒ] *n.* 胭脂 *v.* 用胭脂擦

A: I see. And according to the terms on the contract, I am happy to accept this job.

B: I am glad to hear that. Do you have any other question?

A: Just one. I noticed an item about flex-time. Is that a possibility for me?

B: Yes, it is, but you will have to discuss the details with your manager.

A: That is acceptable.

B: Good. Now, if you will just sign here, you can start work in 5 days.

对话 1

签合同同时记得自己要留一份合同复印件

A: 好的, 我看这很好。我可以签字了。

B: 很好。就签在虚线上吧, 这样我们就谈妥了。我叫我的秘书来做证。

A: 行。还有, 如果可能也给我留一份复印件存档用。

B: 当然可以。我今天就会准备好让你带走的。

A: 现在你要我保留一份合同的复印件, 但我们还不签, 对吗?

B: 是的。我准备合同事项让你了解一切事情。

A: 我明白了。根据合同的条件, 我很高兴接受这个工作。

B: 很高兴听你这么说。你还有什么其他的问题吗?

A: 只有一个问题。我注意到了有关弹性工作时间的规定, 对我适用吗?

B: 是的, 但你必须与你的经理谈。

A: 这可以接受。

B: 那好。在这里签字, 你就可以在 5 天内上班了。

Dialogue 2

When signing a contract, you have to make sure every detail is out of question

A: Congratulations. You've passed the interview.

Were it not for death's agony, he would have thought himself already in heaven; there, spread out upon newspapers on the kitchen table were literally hundreds of his favorite chocolate chip cookies. Was it heaven? Or was it one final act of heroic love from his devoted wife, seeing to it that he left this world a happy man?

Mustering one great final effort, he threw himself toward the table, landing on his knees in a rumpled posture. His parched lips parted; the **wondrous** taste of the cookie was already in his mouth; seemingly bringing him back to life. The aged and withered hand, shockingly made its way to a cookie at the edge of the table, when it was suddenly **smacked** with a **spatula** by his wife.

"Stay out of those," she said, "they're for your funeral."

临死者最爱吃的小甜饼

一位濒临死亡的老人正躺在他的床上,承受着死亡的煎熬。突然一股香味顺着楼梯飘了上来,那正是他最喜欢的巧克力小薄饼的味道。他用尽吃奶的力气挣扎着从床上爬了起来,倚着墙,慢慢地走出了卧室,并且用最后的力量用双手抓住扶手走下了楼梯。老人靠在门框上,嘴里喘着气,眼睛注视着厨房。

如果不是因为承受着临死的痛苦,老人会认为自己到了天堂。那里,在厨房铺着报纸的桌子上,确切地说有数百个他最喜欢吃的巧克力小薄饼。真在天堂吗?还是他那离婚妻子的最后一次英雄般的爱心显示,以便让他开心地离开这个世界?

集中最后的力量,老人跪着双膝挣扎着移向桌子。他口干舌燥,嘴巴张开。他感受到了美妙的甜饼味道,仿佛要将他带回人世。他的一双年迈干瘪的手颤颤悠悠地伸向桌子边缘的一只小甜饼。突然,他妻子扔过一把铲子,砸在他的手上。

"离远点儿",他妻子说,"这是为你的葬礼准备的。"

agony ['æɡəni] *n.* (极度的)痛苦,创痛

waft [wɑ:ft, wɒft] *adj.* 飘送

wondrous ['wʌndrəs] *adj.* 极好的 *adv.* 惊人地

2. 有关“Achilles' heel”的用法

语音集训

1. Ruby Rugby's brother bought and brought her back some rubber baby-buggy bumpers.
2. Of all the felt I ever felt, I never felt a piece of felt which felt as fine as that felt felt, when first I felt that felt hat's felt.

及格时间:18 秒

你的记录: _____

先听为主

Dialogue 1

Take the initiative

A: Sorry, Miss Liu? Please come in. I am really sorry to let you wait for so long. We've been so busy around here.

B: Never mind.

A: I apologize for this mess. They've got me handling so many projects. I am so busy doing this.

B: That is all right. Thank you for interviewing me.

A: OK. Actually, I am not sure I am the right person who should do this. I just found a few minutes ago that I was supposed to interview you. Let's see...

B: May I tell you something about myself?

A: Yes, sure. Please do.

B: OK, well, I am from Suzhou and I've been in Shanghai since my university days. I majored in English, and I was in the college English Speech Society and on the football team. Since my graduation three years ago, I've worked for an import and export company in Shanghai. It is interesting



迟到被辞退了。

开心一笑

I'm Glad

A Sunday school teacher was telling her **pupils** the importance of making others glad. "Now, children," said she, "Has anyone of you ever made someone else glad?" "Please, teacher," said a small boy, "I made someone glad yesterday." "Well done. Who was that?" "My granny." "Good boy. Now tell us how you made your grandmother glad." "Please, teacher. I went to see her yesterday, and stayed with her for three hours. Then I said to her, 'Granny, I'm going home,' and she said, 'Well, I'm glad!'"

我很高兴

一个周日学校(基督教会为了向儿童灌输宗教思想,在星期天开办的儿童班)的老师在对学生讲使别人高兴的重要性。“现在,孩子们,”她说,“你们当中有谁让别人高兴过?”“我,老师,”一个小男孩说:“昨天我就使别人高兴过。”“做得好,是谁呢?”“我奶奶。”“好孩子。现在告诉我们,你是怎样使你奶奶高兴的。”“是这样的,老师。我昨天去看她,在她那儿待了三个小时。然后我跟她说:‘奶奶,我要回家了。’她说:‘啊,我很高兴!’”

pupil ['pju:pəl] n. 学生,小学生;瞳孔

Unit 5 Body Language 肢体语言

单元目标

1. 学会在面试时如何应用肢体语言
2. 有关“according to Cocker”的潮流语

bor peered over the fence. Interested in what the cheeky-faced youngster was doing, he politely asked, “What are you up to there, Amy?”

“My goldfish died,” replied Amy tearfully, without looking up, “and I’ve just buried him.”

The neighbor was concerned, “That’s an awfully big hole for a goldfish, isn’t it?”

Amy patted down the last heap of earth then, replied, “That’s because he’s inside your cat.”

金 鱼

小艾米在她家的花园里往一个坑里填土，她的邻居从花园的篱笆外面看到了。邻居对这个面色沮丧的小女孩的行动很感兴趣，于是礼貌地问道：“艾米，你在这儿做什么？”

“我的金鱼死了，”艾米头也没抬，泪眼汪汪地说，“我刚把它埋了。”

他的邻居关心地问：“对金鱼来说，这个洞是不是太大了？”

艾米拍了拍最后一撮土，然后回答道：“因为金鱼在你的猫肚子
里面。”

peer [piə] v. 仔细看

Unit 6 Recognizing The Traps 识破陷阱

单元目标

1. 学会如何处理刁钻问题
2. 有关“get the sack”的潮流语

语音集训

1. Franc’s father is frying French fries for his five fire fighter

friends after they finished a fire-fighting in a factory.

2. "Shall I show you the shop for shoes and shirts?" Shirley said to Shelley.

及格时间:20 秒

你的记录:_____

先听为主

Dialogue 1

Pay attention to the questions about the job-changing

A: What made you decide to change jobs?

B: Because my present job is too routine and I want to take up a more challenging one.

A: Didn't you like the work?

B: Yes, some of it I enjoyed very much. But economically it is fairly unstable.

A: Have you applied for work with any other company?

B: Yes, I applied to CNN, but that was just to get experience in being interviewed. It would be hard to develop my abilities in such a large company, I think. That is why I want to enter this company.

A: Why didn't you get the job?

B: I was nervous and I couldn't express myself the way I wanted to.

A: How do you think the education you've received will contribute to your work in this company?

B: I've already learned a lot in the classroom and I hope to be able to make practical use of it in business so that even if the job gets tough I have a lot of confidence in my ability to see it through to the end.

