



办公室英语口语

浩瀚 主编
钟乐平

进阶宝典

OFFICE ENGLISH STEP BY STEP



热点
词句

实战
对话

高频
背诵句

巧问
巧答

办公室
礼仪

Step by step, 5步助您轻松秒杀办公室英语口语!

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大连理工大学出版社
DALIAN UNIVERSITY OF TECHNOLOGY PRESS

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OFFICE

ENGLISH

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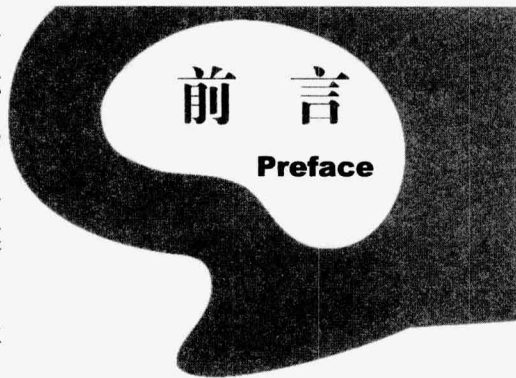
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自中国加入 WTO 以后,国际化的脚步加速。在这样一个发展迅速、竞争激烈的大环境下,如何通过流利的英语提高自己在职场的竞争力,是许多上班族的殷切期望。职场上的沟通不同于一般会话,只有具备良好的英语能力,才能顺利地表达自己的意见,因此,能用流利的英语沟通已成为纵横职场的必要条件。



《办公室英语口语进阶宝典》挑选了办公室英语中最常见的题材。全书分八章,涵盖了读者在办公室中会遇到的各种情况:从员工招聘、员工培训、同事交往、电话英语、会议策划到客户服务,详尽地介绍了各种办公室情境下的英语表达方式,用一个个真实场景下的对话和实用句型,使读者在领略办公室场景的同时,掌握英语最常用、最时尚的表达。

在实际使用中,本书突出如下特点:

● **热点词句:**实用的关键词和关键句并紧跟流畅的翻译,让学习者能轻松并循序渐进地掌握词句的基本用法,为英语交流打下基础。

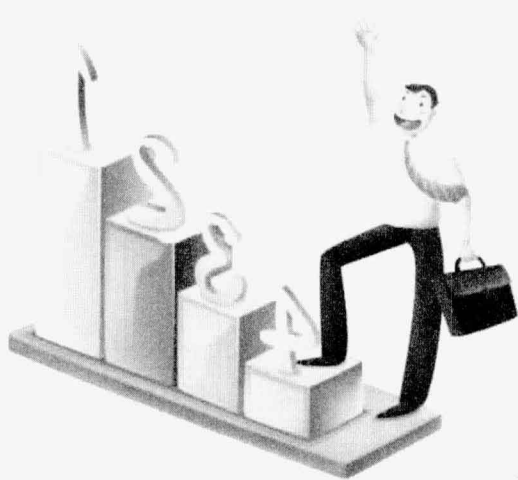
● **实战对话:**对话采取英汉对照并附有热点词语,选材新颖、用词规范、情景逼真,使读者在真实的办公室场景中提高英语口语能力。

● **高频背诵句库:**与主题保持一定的相关性,举出实用但不是众所周知的表达,便于学习者拓展学习,提高口语质量。

● **巧问巧答:**一个问句,若干个回答。由一个句子能学到许多回答方式,可以丰富读者的语言表达能力。

● **办公室礼仪:**以技巧点拨的方式介绍了人在办公室应注意的问题及规则,力求使读者对英美交际文化背景、办公室礼仪有个全面的了解。

本书实用性强,能够使读者学以致用、融会贯通,帮助读者更加畅通自如地表达自己,展示自我。本书适用于具有初、中级英语水平的广大英语爱好者、阅读者使用。





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第一部分

人才招聘

Recruiting New Staff

Unit 1 草拟招聘条件

Unit 2 发布招聘信息

Unit 3 面试





Outlining the Job Requirements

■ 草拟招聘条件



热点词句

Hot Vocabularies

1.give one's notice (事先)提出辞职申请

▶ Jane gave her notice yesterday.

简昨天提出辞职申请了。

▶ To find a more promising job, Tom gave his notice last week.

汤姆上周提出辞职申请,希望找到一个更有前途的工作。

2.position 职位

▶ It's an entry-level but very important position in the company.

那是公司中一个基层的但却非常重要的职位。

▶ Mary gave her notice yesterday, so we have to find someone to replace her position.

玛丽昨天提出了辞呈,所以我们必须找人替补她的职位。

3.recruit 招聘

▶ Interview is a good way of recruiting employees.

面试是招聘雇员的一种好方法。

▶ To recruit outstanding employees, we have to focus on their comprehensive qualities and capabilities.

为了招募杰出的雇员,我们必须关注他们的综合素质和能力。

4.team work 团队合作

▶ Team work is really essential to the development of a company.

团队合作对公司的发展很重要。

▶ Our basketball team won the first prize due to the excellent team work, and we were so excited.

我们的篮球队在完美配合下获得了冠军,我们感到非常兴奋。

5.as soon as possible 尽快

▶ There is an opening in the HR department, and we are asked to fill the vacancy as soon as possible.

公司人力资源部有一个职位空缺,我们需尽快填补此空缺。

▶ The manager required Jack to solve the problem as soon as possible.

经理要求杰克尽可能快得解决问题。

6.candidate 候选人

▶ There is still no decent and promising candidate for the secretary position.

现在还没有找到可以担任秘书职务的合适人选。

▶ Mark is successfully elected to be one of the candidates of the governor.

马克被成功选为州长候选人之一。

7.graduate from 毕业于

▶ Linda graduated from the Medicine College in Harvard University.

琳达毕业于哈佛大学医学院。

▶ My brother will graduate from Beijing University in a few months.

我弟弟几个月后将要从北京大学毕业。

8.challenge 挑战

▶ Baker is afraid that he may face some tough challenges when he is transferred to a new department.

贝克担心当他被调到另一新部门时会面临严峻的挑战。

▶ Challenge is kind of activator to success, and when we confront it, success will be not far from us.

挑战可以说是成功的催化剂,当我们直面它时,



成功也就离我们不远了。

9. discuss with sb. about sth. 与某人讨论某事

► The HR Department leaders are discussing about recruiting a new staff.

人力资源部领导在讨论招聘一名新员工。

► Lucy is discussing with Jim about how to use the copying machine.

露西和吉姆正在讨论如何使用复印机。

10. make an agreement 达成协议

► They finally made an agreement on the salary after an intense discussion.

经过一番激烈的讨论,他们终于在薪资问题上达成共识。

► We hope that the USA and North Korea will make an agreement on the nuclear issue in the meeting.

我们希望此次会议美国和朝鲜能在核问题上达成共识。

11. be good at 在……方面在行

► Paul is good at common office machines, such as the fax machine, the photocopying machine and the computer.

保罗能熟练使用日常办公设备,比如传真机、复印机和电脑。

► Lily is so good at English that the manager asked her to receive and entertain the foreign guests.

莉莉的英语很好,所以经理要求她去接待外宾。

12. communication/communicate with sb. 与某人交流

► When we communicate with the customers, we should respect their opinions.

与客户交流时,我们必须尊重他们的想法。

► Kate felt sad that she was not good at communicating with her boss.

凯特不擅长与上司交流,因此感到很难过。

13. get along/on with sb. 与某人相处

► Nancy is so kind-hearted that she is getting along well with colleagues.

南希心地善良,因此与同事相处非常融洽。

► To get on well with our customers, we have to be clear about what they need.

为了与客户更好地相处,我们必须了解他们的需求。

14. confidence 自信

► We have confidence in Bill and believe that he will succeed this time.

我们对比尔很有信心,相信他这次一定能成功。

► I'm a man of confidence, so I'm always positive with everything.

我是个充满自信的人,所以我对一切事物都保持乐观的态度。

15. devote oneself to sth. /doing sth. 投身于某事

► Rachel is such a hard-working man that he always devotes himself to the work.

雷切尔努力工作,总是全身心地投入工作中。

► To achieve the prospective goal, Anne devoted herself to music and dancing.

为了达到预期目标,安妮全身心地投入到音乐和舞蹈中。

16. attitude 态度

► One with positive attitude and hard work is more likely to succeed and realize his dream.

持乐观态度并勤奋工作的人更有可能成功,实现自己的梦想。

► Leigh takes a maternal attitude toward the Chinese girl.

莉像母亲般对待这个中国女孩。

17. salary 薪金,薪水

► When I got my first job, I was satisfied with my starting salary, although it was not high.

当我得到第一份工作时,我对自己的起薪很满意,尽管并不是很高。

► As for the salary, I think it should be paid according to one's abilities.

关于工资,我觉得应根据个人的能力支付。



实战对话

Sample Conversations

1

选择大学生 Choose a University Student

A: A university student may be a good choice.

C: Why? They don't even have any experience in ^① secretary work!

B: University students are active ^③ and good learners, and I believe they can afford ^② this job.

A: Exactly! We can offer this good opportunity ^④ to them.

B: What starting salary would you give them?

A: How about RMB 800 per month?

B: I think it is proper. You can give them a raise if they really do a good work!

A: OK! I will write the advertisement right now ^⑤!

A: 我觉得大学生是不错的选择。

C: 为什么选择大学生? 他们在这方面一点工作经验都没有!

B: 大学生思想活跃, 学习能力强, 相信他们一定能胜任这份工作。

A: 正是如此! 我们应该给他们这次机会。

B: 你准备给他们多少起薪?

A: 每月800元如何?

B: 我认为比较合理。如果做得好的话还可以给他们加薪。

A: 那好, 我马上拟定招聘广告。

① have experience in

在……有经验

② afford

[ə'fɔ:d]

vt. 负担得起, 给予

③ active

[ˈæktiv]

adj. 积极的, 活跃的

④ opportunity

[ˌɒpə'tju:niti]

n. 机会

⑤ right now

马上

2

招聘条件 Conditions of Job Ads

A: Susan gave her notice yesterday. We have to fill the vacancy ^①.

B: Oh, my workload ^② will double! How much notice did she give?

A: She gave one and a half weeks. That gives us time to hire and train a replacement ^③.

B: Oh, no! More work now!

A: No one have to do extra work if we find a replacement in time. Now help me outline ^④ the requirements ^⑤ for a job advertisement.

B: Ok, let me think about it.

A: We will require a four-year degree at least, preferably in economics...

B: And experience!

A: Exactly! We'll require two-year experience. What else do you think?

B: The person should be extroverted ^⑥, very organized and able to work independently.

A: Great. You don't have to hold his or her hand all the time.

B: Definitely, that just mean more work for me!

① fill the vacancy
填补空缺

② workload

[ˈwɜ:k.ləʊd]

n. 工作量

③ replacement

[ri'pleismənt]

n. 替补

④ outline

[ˈaʊtlaɪn]

vt. 概述, 描述

⑤ requirement

[ri'kwaiəmənt]

n. 要求

⑥ extroverted

[ˈekstrəvə:tɪd]

adj. 外向的



A: It won't be! Now, go and **type up** ⑦ the job advertisement for me.

B: Ah-ha! Extra work already!

A: 苏珊昨天提出了辞职申请,我们得找人替补她的职位。

B: 糟了,我的工作量要加倍啦!她给我们多久的缓冲时间?

A: 一周半。我们还有些时间招聘并训练新人。

B: 不是吧!工作更多了!

A: 如果我们能及时找到合适的人选,就不会有额外的工作啊!现在帮我想想这个招聘广告里写哪些条件吧。

B: 好吧,让我想想。

A: 我们要求至少是四年制本科学历,最好是经济学专业的……

B: 还要有工作经验!

A: 确实如此!我们要求两年的工作经验,你认为还有哪些条件?

B: 这个人必须外向,有组织能力,而且能独立完成工作。

A: 没错。这样就不需要一直带着他/她做了。

B: 的确如此,那样的话我的工作量还要增加。

A: 不会啦。现在帮我把招聘广告打印出来吧。

B: 啊哈!眼下就有额外的工作了!

⑦ type up
打印



高频背诵句库

High Frequent Recite Sentences



▶▶ 1. Job vacancy 职位空缺

- ① Anne gave her notice last week. 安妮上周提出辞职申请。
- ② I heard there is an opening in your department. 我听说你们部门有一个职位空缺。
- ③ Jack was transferred to another department, so we need a replacement for his position. 杰克被调到其他部门了,所以我们需要找人替补他的职位。
- ④ Do we have any good candidates? 我们有合适的人选吗?
- ⑤ It's an entry-level but important position, so we have to recruit someone who is fit for it. 这是一个基层但是重要的职位,所以我们一定要找到合适的人选。

▶▶ 2. Discussing about the requirements 讨论招聘条件

- ① I want someone with at least two years of experience. 我想要至少有两年工作经验的人。
- ② We need someone who is flexible, creative, and be able to work in a team atmosphere. 我们需要一个灵活、有创意,且能在团队的气氛中工作的员工。
- ③ How much experience do the applicants need? 求职者需要多少工作经验?
- ④ What are the qualifications you are requesting for the position? 你认为应聘这个职位要具备什么样的条件?
- ⑤ I need a secretary who is advanced in computing. 我需要一个计算机水平很高的秘书。



▶▶3.The salary for new staff 新员工薪资

- ① What starting salary would you give the new employee? 你将给新雇员多少起薪?
- ② The salary varies from RMB 2,000 to RMB 4,000 per month, depending on their experience. 根据工作经验,他们的工资从每月两千到四千不等。
- ③ As for the payment, how much do you think they deserve? 你认为他们应得多少薪水?



巧问巧答

Question and Answers

你需要雇佣新人吗?

Do you need to employ a new staff?

- ☞ Yes, of course. We do need a helper. 当然,我们正需要一个帮手。
- ☞ Yes, Jane resigned yesterday, so we need to fill her position. 是的,简昨天辞职了,所以需要找人替补她的职位。
- ☞ No, I don't think so. There is not too much work in our department. 不,我想不需要了。我们部门的任务不是很重。

你有合适的人选了吗?

Do you have any good candidates?

- ☞ Yes, we do. Mr Green recommended an excellent one to me yesterday. 是的,昨天格林先生向我推荐了很棒的一位。
- ☞ No, we don't. We are still in search of the proper one. 不,还没有。我们正在找合适的人选。

我们应该找在这个领域有工作经验的人。

We should find someone experienced in our industry.

- ☞ Absolutely, one experienced in his field is easy to adapt to the new working environment. 正是如此,有工作经验的人容易适应新的工作环境。
- ☞ In fact, one can also achieve the same accomplishment even if he/she doesn't have experience at first. 事实上,一个人即使没有经验也能取得与有经验的人一样的成就。

雇佣大学生怎么样?

How about employing a university student?

- ☞ Good idea. It is a good chance for them. 好主意,对他们来说也是个好机会。
- ☞ It's OK, but they lack experience. 可以,但是他们缺乏工作经验。
- ☞ It's a good idea. They are so active and promising that they can handle the work. 真是一个好主意,他们思维活跃、有前途,肯定能胜任工作。



雇佣一个兼职销售人员怎么样?

What about employing a part-time salesman for our company?

- I think it's a good idea. It will help the company save money. 我认为是个好主意, 这样可以为公司省钱。
- I can't agree more! It is really a good way of reducing the cost. 我再同意不过了, 这的确是减少成本的好方法。

应该给兼职秘书多少薪水呢?

How much salary should I give to the part-time secretary?

- I think the salary should depend on his work. The better he does, the more he will get. 我认为薪水应根据他的工作来定, 表现得越好, 所得越多。
- I think a starting salary of RMB 1,000 per month is enough. 我认为起薪每月一千就够了。



Office Etiquette



人事部主管 Robert 在办公室过道里碰到销售部经理 John, Robert 看到 John 愁眉苦脸的, 就关心: “You look a little down today. Is everything all right?”, 其中 down 在这里就是“心情低落”的意思, 看到 John 有点 down, Robert 关心地问他“一切都还好吗?”, 可见公司员工关系非常融洽。于是, John 告诉了 Robert 他的苦恼, “Jenny gave her notice last week. But we only have two weeks to hire a new staff”。原来他们销售部的珍妮辞职了, 因此需要在两周内找到合适的人员替补珍妮的职位, John 是担心时间太短, 很难找到优秀的新人。正好 Robert 是人事部经理, 听到 John 这么一说, 决定立即帮助 John 解决这个问题, 就邀请 John 到他办公室谈具体细节, John 说: “The applicant must be enthusiastic and active”, 可见 John 对销售人员的思想素质要求很高。



Placing a Job Ad

发布招聘信息



热点词句

Hot Vocabularies

1. advertisement 广告

▶ We have placed the job advertisement on the internet, hoping to attract the applicants' attention.

我们已经将招聘广告发布在互联网上,希望能吸引求职者的注意。

▶ Some of the job advertisements in the newspaper are not true, so applicants should be careful when they seek the jobs.

报纸上有些招聘广告并不真实,所以求职者在找工作时要特别小心。

2. response 回复, 反应

▶ We've had good responses from the online ads, and received lots of resumes and application letters.

我们在网上发布的招聘信息反应不错,收到了大量的简历和求职信。

▶ We are excited that we have received good responses to our advertisement from the customers.

令我们高兴的是,客户对我们的广告反应良好。

3. in the newspaper 在报纸上

▶ I found a job ad in the newspaper last week, so I called back asking about the details and finally received the job opportunity.

上周我在报纸上看到一个招聘广告,所以打电话过去询问细节,并最终获得了工作机会。

▶ The job opening information in the newspaper is available to everyone, so it is good for job hunters.

在报纸上的工作信息每个人都能看到,因此对求职者来说很方便。

4. online/on the internet 网上

▶ I read an advertisement on the internet yesterday. It is so suitable for me that I want to apply the position.

我昨天在网上看到一则招聘广告,觉得非常适合,所以打算去应聘。

▶ I read your advertisement online, so I am calling to make sure that you still need a part-time writer.

我在网上看到你们的招聘广告,所以打电话过来咨询一下你们是否还需要兼职作家。

5. post an ad 刊登广告

▶ Peter advised us to post an ad on the product promotion.

彼得建议我们刊登广告进行产品宣传。

▶ We are considering posting an advertisement about the job opening both online and in the newspaper.

我们想在网上和报纸上刊登招聘广告。

6. urgent 紧急的

▶ Due to the increasing competition of the whole society, we are in urgent need of high-technical workers.

随着社会竞争的不断加剧,我们急需高技术工作人员。

▶ My business is too urgent to waste time on apologies.

我的生意非常急迫,不能把时间浪费在道歉上。

7. participate in 参加

▶ I was invited to participate in the conference, discussing about the recruitment of the new staff.

我受邀参加会议,讨论新员工的招募。

▶ It's a great pleasure to have such an enthusiastic group to participate in our project.

能有如此热情的团体参与我们的项目,我们深感荣幸。

8. inform sb. of sth. 通知某人某事

▶ When you come to Beijing, don't forget to inform me of the date and I can pick you up.

你来北京时,别忘记通知我具体时间,我好去接你。

▶ Please inform us of the time of the interview.

请告知我们面试的时间。



9. discuss about 讨论

► We should arrange a meeting to discuss about the the requirements for the new staff.

我们应该安排会议讨论对新员工的要求。

► We'd better discuss about making some changes on the recruitment policy.

我们最好讨论一下招聘制度的改变。

10. benefits 公司福利

► Besides the salary, does your company provide any fringe benefits for the employees?

除了工资外,你们公司还给员工提供额外的福利吗?

► Would you like to mention the benefits and perks on the advertisement?

你想要在招聘广告上提及福利和额外补贴吗?

11. depend on 依赖于, 决定于

► Whether to recruit new employees depends on the demand of your company.

是否招聘新员工取决于你们公司的需求。

► Whether you can be admitted to our company or not depends on your working experience and personal abilities.

你能否被我们公司录用取决于你的工作经验和个人能力。

12. responsibility 责任

► Do you know the responsibilities of the government workers?

你知道政府工作人员的职责吗?

► You can't retreat from the responsibility in this affair.

你不能回避在这一事件中的责任。

13. I can't agree more. 我非常赞同。

► Do you think that we should follow the market trend if we want to get better recognition?

如果我们想得到更好的认可,你认为我们应该跟随市场动向吗?

► Yes, I can't agree more.

是的,我再同意不过了。

14. apply for 申请

► You'd better not apply for that job; otherwise you may be in danger of overreaching yourself.

你最好不要申请那份工作,否则可能有不自量力之嫌。

► It is almost impossible to persuade him to apply for the job that he isn't interested in.

让他申请他不感兴趣的工作几乎是不可能的。

15. be appointed to 被任命为, 委任

► Tom is so excellent that he is appointed to the CEO of ABC company.

汤姆非常优秀,被任命为ABC公司的首席执行官。

► Mr. Zhang cares for the masses, and he is appointed to the general manager.

张先生关心群众,被委任为总经理。

16. vacancy 空缺, 空虚, 空白

► We are in urgent need of a translator to fill the job vacancy in our department.

我们部门急需一名翻译填补空缺。

► Your coming is so timely and important to us because you just filled the vacancy in our department.

你的到来很及时,对我们很重要,因为你正好填补了我们部门的空缺。

17. be essential to 对……很重要, 必不可少的

► It is essential to give top priority to the quality of products.

关注产品质量很重要。

► For a new staff, it is essential to abide by the rules of the company.

对于新员工,一定要遵守公司的规则。

18. schedule 工作计划, 日程安排

► My schedule is so tight that I even have no time for rest.

我的日程安排很紧以至于没有时间休息。

► We are glad that our plan is on schedule.

我们很高兴计划能按时进行。

19. job fairs 招聘会

► A large number of college graduates go to job fairs hoping to seek a good job opportunity.

大量的大学毕业生到招聘会寻找工作机会。

► We can advertise our position in job fairs, newspapers and magazines.

我们可以在招聘会,报纸和杂志上发布招聘信息。

20. be concerned about 关心, 关注

► Applicants are pretty concerned about their salary and the welfare system of the company.

申请者对他们的工资和公司的福利制度很关心。

► More and more people begin to be concerned about the unemployment phenomenon, because this problem is becoming more serious due to the global economic crisis.

越来越多的人开始关心失业现象,因为全球经济危机使得这一问题更加严重了。



实战对话

Sample Conversations

1

广告刊登 The Time of Posting the Ad

A: How about posting the ad for one week?

B: OK, and Friday is the big day for job ads. So it's better from Friday to next Friday.

A: So the job seekers will have enough time to check the paper, especially in the weekend.

B: Is it necessary to post on the internet? Maybe we'll get better results from the online ads.

A: Yes, I think so. More and more people prefer to apply for a job on the internet^①. It is more convenient^②.

B: And the cost is lower. We can promote our vacant position to millions of applicants.

A: Actually I know some good websites, such as China HR, 51Jobs and China Career.

B: That's great. We can post the help-wanted ad^③ on them.

A: 将广告刊登一周怎样?

B: 好的,周五是刊登广告的黄金时间,所以最好从这周五刊登到下周五。

A: 求职者就会有足够的时间翻看报纸,特别是在周末。

B: 需要在网上刊登吗?也许能获得很不错的结果呢。

A: 是的,我认为很有必要,越来越多的人喜欢在网上求职,因为网络更加方便。

B: 而且成本也更低,数以万计的申请者能看到我们的职位。

A: 我正好知道一些不错的网站,如中华英才网、51人才网和科锐人才网。

B: 太好了,我们可以把广告刊登在上面了。

① on the internet
在网上

② convenient
[kən'vi:njənt]

adj. 方便的

③ help-wanted ad
招聘广告

2

广告细节 Details of the Ad

A: Everybody is here. Let's discuss about^① how to advertise the opening.

B: First of all^②, what kind of employee do you expect him to be?

A: With Bachelor Degree^③ at least, and it would be better if he has any working or practice experience.

B: OK, that sounds to be reasonable^④. I'll write it on the ad.

C: The applicants are also concerned about^⑤ the payment and welfare. So what's the policy of your department on the salary and benefits^⑥?

A: I think the wages depend on their abilities. The better they do, the more they can get.

① discuss about
讨论

② first of all
首先,第一

③ Bachelor Degree
学士学位

④ reasonable
['ri:zənəbl]

adj. 合理的

⑤ be concerned
about



C: I can't agree more. But it will be more attractive if you place the wages on the ad.

A: All right, the salary is twenty to thirty thousand dollars per year.

B: OK, next question is what the main responsibilities^⑦ are?

A: We need an accountant, so the responsibilities include processing commissions^⑧ for salesmen and other general accounting functions.

B: Well, we generally know how to design the ad and what to write on it.

A: OK, thank you very much. I hope we can attract excellent applicants' attention.

B, C: Good luck!

A: 大家都到了, 我们开始讨论如何刊登招聘广告吧。

B: 首先, 你想要怎样的雇员呢?

A: 至少要有学士学位, 如果有工作或实习经验就更好了。

B: 嗯, 很合理, 我会写在招聘广告上的。

C: 申请者对薪水和福利也很关心, 请问你们部门的薪资和福利政策是怎样的?

A: 我认为薪水的多少要看他们的能力, 做得越好, 薪水越高。

C: 我很赞成, 但如果你将薪酬写在招聘广告上将更有吸引力。

A: 好吧, 每年2万到3万美元。

B: 好, 另一个问题是他们的工作职责是什么?

A: 我们需要一个会计, 所以工作职责包括处理销售人员的佣金以及其他一些基本的会计工作。

B: 好的, 我们现在已基本知道如何设计招聘广告和写些什么内容了。

A: 非常感谢。希望我们能吸引一些优秀申请者的注意。

B, C: 祝你好运!

关心
⑥ benefits
[ˈbenɪfɪts]
n. (公司) 福利
⑦ responsibility
[rɪˌspɒnsəˈbɪləti]
n. (工作) 职责
⑧ commission
[kəˈmɪʃən]
n. 佣金



高频背诵句库

High Frequent Recite Sentences



►► 1. Responsibilities 工作职责

- ① What're the responsibilities of your new job? 你新工作的主要职责是什么?
- ② Have you formulated the responsibilities of an accountant? 你制定会计的工作职责了吗?
- ③ The responsibilities of customer service coordinator are to provide best customer service to customers in all respects. 客服协调员的工作职责是为客户提供各方面的最好服务。
- ④ Your task is to make sure that each new staff clearly understand their own responsibilities. 你的任务是确保每个新员工都弄清楚自己的职责。

►► 2. Discussing about where to place the job ads 讨论在哪刊登招聘广告

- ① How do you want to advertise the job opening? 你打算如何给这个职位做广告?
- ② It is a good way to place a job advertisement on the internet. 在网上刊登招聘广告是个好方法。