

Cocktail English

Cocktail English in Job Market

★求职应聘★职场菜鸟★日常办公★工作会议
★接待客人★交际活动★休闲时光★职业英语

职场应变 英语口语

浩瀚 钟乐平◎主编

Spare Time 休闲时光
Professional English 职业英语



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

美籍专家朗读
180个音频文件

Cocktail English



849

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职场应变 英语口语

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纵观这个日新月异的时代,外资企业纷纷落户中国,给越来越多的中国人提供了广阔的就业平台,同时也对优秀人才提出了更为严格的定义,尤为重要地体现在英语语言能力上。那么,如何在竞争日益激烈的职场为自己留有一席之地、甚至脱颖而出呢?掌握职场英语,说好职场英语,将成为你立足职场不败之地的一大法宝,也是你迈向更高平台的助推剂!

越来越多的职场人士也充分认识到提高英语能力的重要性,尤其是英语口语的运用能力。在完成繁重的工作任务之后,大家疯狂为自己充电的过程中,耗费了大量金钱和精力,却长期苦于无法找到一套合适的职场英语指导丛书,为自己提供方便、快捷、有效地学习职场英语的方法。本书正是考虑到读者所需、所急,经过多年的资料收集、研究总结,终于编写出一套既能充分帮助读者提高职场英语能力,又能方便读者系统、简易使用的职场英语丛书,从而解决了在职人士工作繁忙与时间紧迫的难题。

本书每单元包括以下三层,层层递进,让您在领悟职场英语的同时,提升您的职场竞争力。

◇第一层 熟读 2 分钟

列举了相关主题下各种职场状况下常用的表达方式,所选例句准确规范、浅显易懂、学习轻松,并能让你举一反三、随心所欲地进行表达。

◇第二层 一边

精选了每个主题情景下的常用对话,将职场中经常遇到的对话一并囊括,为您提供提高英语口语水平的便捷途径。

◇第三层 情景重现扮演

提供了一组最常用的职场情景对话,您可以通过最贴近实际的场景会话,体会说话的真切氛围,并融入其中,每天反复练习,从而达到脱口而出的境界。

三个层次内容丰富,每个层次从不同的角度给读者展现素材,教给读者不同学习口语书的方式,给读者不同的学习体验。就像一杯多滋多味的鸡尾酒(cocktail),每个层次各不相同。鸡尾酒(cocktail)越品越有味道,越喝越有激情,使你越学越有兴趣。因此,我们称本书的系列名为Cocktail English, Cocktail English 系列还包括《酒店饭店英语口语》、《市场营销英语口语》、《时尚生活英语口语》。

亲爱的读者朋友们,让 Cocktail English 伴随您,一起充满激情地学英语吧。

打开鸡尾酒,开始品尝吧!

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鸡尾酒

职场

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Part 1

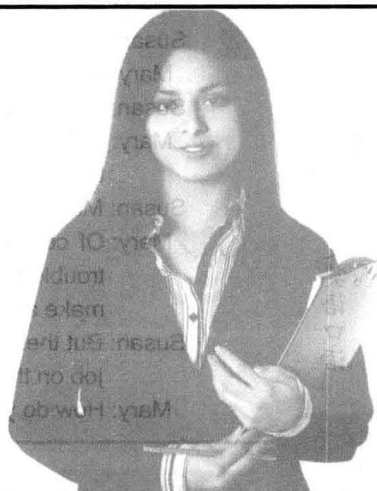
Job-hunting

求职应聘

Unit 1 获取信息
Unit 2 招聘广告
Unit 3 个人信息
Unit 4 家庭状况
Unit 5 教育背景
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Unit 13 语言技能
Unit 14 个性特征
Unit 15 兴趣爱好
Unit 16 理想目标
Unit 17 期望薪水
Unit 18 假期及福利
Unit 19 购买保险
Unit 20 面试着装
Unit 21 面试礼仪
Unit 22 电话面试

Unit 23 开场对白
Unit 24 辞职原因
Unit 25 应聘职位
Unit 26 应聘原因
Unit 27 关于出差
Unit 28 提出疑问
Unit 29 入职时间
Unit 30 结束面试
Unit 31 应聘结果
Unit 32 签订协议



Unit

1

Information Collection

熟读
15
分钟

Can you give me any information about the job?

Do you think the job-seeking advertisements are true in this newspaper?

I noticed your advertisement in last week's paper.

The position requires minimum two years experience in business administration.

Wordprocessor capability preferable.

一边听
一边练

A: DD Company, this is Du Juan.

B: Hi, Miss. Du. My name is Bill. And I'm calling to see if the Engineer position advertised in Sunday's paper has been filled.

A: No, it is still open.

B: Great. Let me tell you a little about myself.

A: OK. Please do.

B: I am a recent graduate of Tianjin University with a degree in Chemical Engineering.

A: Then you can come by and fill out an application today.

情景
短剧
扮演

(Mary got some information on the Internet. Susan decides to have a try, too.)

Susan: What are you typing there?

Mary: I'm working on my resume.

Susan: Really? Did you find any information about a new job?

Mary: Yeah, I just got some good information off the internet.

Susan: Great! Do you think you have a chance at getting the job?

Mary: I didn't just find out about one job. There were several ones that looked good.

Susan: Maybe I should try looking on the web for work.

Mary: Of course, but you have to be patient. I think it's much less trouble to sit in front of a computer than to go door to door or to make a lot of phone calls.

Susan: But there must be so many people who also see the ad for that job on the net. You might have no chance.

Mary: How do you know if you don't have a try?

鸡尾酒

职场

应变英语口语

1. 获取信息

熟读 2 分钟

你能告诉我工作的内容吗?
你认为这家报纸登的招聘广告真实吗?
我看到你们刊登在上周报纸上的广告。
这一工作要求至少具有 2 年工商管理方面的工作经验。
有文字处理能力者优先。

一边听 一边练

A: DD 公司,我是杜娟。
B: 嗨,杜小姐。我的名字是比尔。我打电话来是想
知道,星期日报纸广告上的工程师职位已经请人
了吗?
A: 还没有,职位还空着呢。
B: 很好。让我告诉你一些有关我自己的经历。
A: 好的,请说。
B: 我刚从天津大学毕业,有化学工程的学位。
A: 那你今天来填写一下申请表吧。

情景短剧扮演

(玛丽在网上找到一些求职信息,苏珊决定也去试一试。)
苏珊: 你在那里打些什么东西?
玛丽: 我正在做一份简历。
苏珊: 真的? 你找到了新工作的信息吗?
玛丽: 是的,我刚刚从互联网上找到了一些很有用的
信息。
苏珊: 太好了! 你认为你有机会得到那份工作吗?
玛丽: 我不止找到了关于一份工作的情况。有几份
工作看起来都不错。
苏珊: 也许我也应该试一试在网上找工作。
玛丽: 当然,但你必须耐心点。我觉得坐在电脑前
浏览信息比挨家挨户或不停地打电话去找
工作要容易多了。
苏珊: 可是在互联网上一定会有很多人也看到这
份工作的广告。你可能没什么机会。
玛丽: 你不试一下怎么知道呢?



新闻释放

advertisement
[əd'və:tismənt]
n. 广告
advertise
['ædvətaiz]
v. 做广告
interview
['intəvju:]
n. 面试
newspaper
['nju:spəipə]
n. 报纸
vacant
['veikənt]
adj. 空缺的
fee
[fi:]
n. 费用
demand
[di'mɑ:nd]
n. 要求
prerequisite
['pri:'rekwizit]
n. 必备条件
minimum
['miniməm]
adj. 最低的, 最小的
application
[æpli'keifən]
n. 申请

Unit 2

Employment Ads

熟读
2分钟

Have you thought about placing an ad. online?

I suggest posting the ad this Friday through next Wednesday.

How do you want to advertise this position?

Are we going to place the ad in the commercial magazines and the newspapers?

一边听
一边练

A: How do you want to advertise the opening?

B: I've had good responses from the Chengdu Business Time's help-wanted ads.

A: All right. I suggest posting the ad Friday through next Monday.

B: OK. Friday is the big day for job ads.

A: And job seekers will certainly check the paper over the weekend.

B: Let's post on the Internet, too. We'll get a better response. I'll post the ads.

A: Such concern for the company, Brad! I'm impressed.

情景
短剧
扮演

(Linda and Susan are appointed as the hiring committee members. Now they are discussing about how to post employment ad.)

Linda: I've been appointed to the hiring committee.

Susan: Me too.

Linda: What steps would you take to advertise for the position?

Susan: First, we write up an ad describing the position we want to be filled.

Linda: Human Resources gave me the job description.

Susan: Okay, let's figure out what we want to say.

Linda: Alright, then what?

Susan: After we confirm it with the chief, we can place the ads.

Linda: Should I post the advertisement on the Internet?

Susan: Absolutely! There are a couple of sites that list available jobs in their classified section.

Linda: Are we going to place the ad in the trade magazines and the newspapers?

Susan: Yes, we may as well try as many candidates as possible.



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