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# 我要学



*I Need To Learn*

White Collar English

盛丹丹 主编

# 白领职场

# 英语



金盾出版社

**我要学**

**白领职场英语**

**I Need To Learn White Collar English**

主 编

盛丹丹

**金 盾 出 版 社**

## 内 容 提 要

全书分为7章54单元,包括面试阶段、进入外企、内部事务、公关活动、公司会议、人事管理和人际关系。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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# 前 言

常常有人当众宣布：我要学英语啦！我要狠下心来学英语啦！

常常有人暗自思忖：我的英语太差了！我必须找本合适的自学教材！

常常有人自怨自艾：我的口语太烂了！我必须加把劲充充电啦！

常常有人心急如焚：我没有学习英语的语境！我怕我的努力都白费！

你也曾做过这样的心理斗争吧？

其实，学英语，没有想象中那么困难。

只要你有“我要学英语”这样的积极性，选对一本合适的教材，从头到尾跟读跟练，就等于请了一位贴心的外教，随传随到！

《我要学白领职场英语》从上班族的角度分为面试阶段、进入外企、内部事务、公关活动、公司会议、人事管理和人际关系 7 个章节。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。书中每个单元设置“单元目标”——本单元重点要学会的内容；“语音集训”——绕口令热身，挑战自我；“先听为主”——流畅地道的英语对话；“IN 语点拨”——剖析对话中使用的时髦用法、时尚俚语、常用习语；“高频用语”——对话所未能言尽的使用频率高的经典表达；“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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# Chapter 1 Job Hunting

## 求职阶段

### Unit 1 Personal Information 个人信息

#### 单元目标

1. 学会描述自己的个人信息
2. 了解“Cordelia's gift”的潮流语

#### 语音集训

1. Helen hit the head of the nail with a heavy hammer.
2. Sarah in a shawl shoveled soft snow softly.

及格时间：14 秒

你的记录：\_\_\_\_\_

#### 先听为主

#### Dialogue 1

#### Educational Background

A: Would you introduce yourself in three minutes?

B: My name is Zhang Hai. I graduated from Renmin University of China. My major is Electronics. And I have acquired basic knowledge of my major during my school time. I got a Bachelor's Degree after 4 years of college education. My grades were good. I was always one of the top students in our class. Every year I got a scholarship from school. In July 2003, I began to work for a small private company as a





technical support engineer in Beijing. I think I'm a good team player and a person of great honesty to others. Also I am able to work under great pressure. That's all.

A: What is your total score of College Entrance Examination?

B: 610. I was the No. 2 student in my major when I went to college.

A: And your English score?

B: 135. In college, I passed the CET Band 4 and Band 6 within one year.

A: You were really an excellent student!

B: Thank you.

### 对话 1

#### 教育背景

A: 你能用 3 分钟介绍一下你自己吗?

B: 我叫张海,毕业于中国人民大学电子专业。我在学校的时候学习了基础专业知识。我在四年的大学教育后获得了学士学位。我的成绩很好,当时在班里是优等生之一,每年拿校里的奖学金。在 2003 年 7 月,我开始在北京为一家小型私企做技术支持工程师。我认为我是一个很好的团队工作者,并且为人诚实,能够在压力下工作。就是这样。

A: 你的高考成绩是?

B: 610。进校时我是我们专业的第二名。

A: 高考英语多少分?

B: 135。上大学时我一年内就过了大学英语四、六级。

A: 你当时真是一名出色的学生!

B: 谢谢。

### Dialogue 2

#### About Family

A: Mr. Ma, how many people are there in your family?

B: Three, my wife, my son and I.

A: Where are you living now? Is it near our company?

B: I live in Haidian District. It takes 30 minutes to get here by bus.

A: Are you a good father?

B: Yes, I think so. I love my family very much and I try to give my son the best growing environment I can create. I pay much attention to letting him have a natural development. Whatever he likes, I do my best to encourage him.

A: Does your wife support your work?

B: Yes. I am so lucky to find her. She is very supportive and kind. Although sometimes I am too busy to spend time with her, she will still keep her gentle smile and with Cordelia's gift, tell me she's OK. I feel guilty sometimes. She is a good mother, too.

A: What do you do in your spare time?

B: We usually go to our parents' home and spend some time with them. They need our love and care. My wife and I often buy them some interesting stuff or take them for a trip nearby.

## 对话 2

### 家庭状况

A: 马先生,你家有几口人?

B: 3口。我,我妻子,还有儿子。

A: 你们现在住哪里?离我们单位近吗?

B: 我住在海淀区。坐公交车 30 分钟到这里。

A: 你是个好父亲吗?

B: 我想是的。我非常爱我的家庭。我尽力给儿子创造最好的成长环境。我很重视他的自然发展。无论他喜欢什么,我尽力鼓励他。

A: 你太太支持你的工作吗?

B: 是的。和她在一起我很幸运。她非常支持我,也很和善。尽管我有时太忙不能陪她,她仍然保持她温柔的笑容,用她那真诚而温柔的声音告诉我她没事。我有时觉得很内疚。她也是一个好妈妈。

A: 你们空闲时候做什么?

B: 我们通常去看望我们的父母。他们需要我们的关爱。我和妻子经常给他们买些有趣的东西,或者带他们去附近郊游。

## IN 语点拨

### Cordelia's gift 考狄利亚的礼物;女性温柔的声音

“Cordelia's gift”出自莎士比亚四大悲剧之一的《李尔王》(*King Lear*)。故事是说李尔王老了,决定把王国分给三个女儿做嫁妆。他宣布,个人所得土地的多少,将依据个人爱他的程度而定。

结果,大女儿和二女儿都用奉承谄媚的花言巧语来取悦父亲,获得国土和财产。只有国王最疼爱的小女儿考狄利亚(Cordelia)用诚恳真挚的声音表示:她的爱不多也不少,只是照着做女儿的本分来爱父亲。

李尔王听了之后勃然大怒,收回考狄利亚的国土,将其平分给她的两个姐姐。当时只有重美德的法国国王愿意娶一无所有的考狄利亚。不久,她的两个姐姐原形毕露,逼疯了李尔王,考狄利亚与夫婿率军拯救父亲,结果不幸被俘。李尔王最后忧愤而死。

后来,“考狄利亚的礼物”(Cordelia's gift)就用来比喻“女性真诚而温柔的声音”,原因是故事中的两个姐姐都言不由衷,只有考狄利亚的话才是真正发自内心。

## 高频用语

### ✱ 教育情况

1. What school did you graduate from? 你是从哪所学校毕业的?
2. What's your major? 你是什么专业的?
3. How's your academic performance in college? 你大学的学习



习成绩怎么样？

4. I graduate from Peking University. 我毕业于北京大学。
5. I major in English. 我是英语专业。
6. I did an excellent work in college and my scores were always outstanding. 我在大学里表现很好，我的成绩总是很出色。

### ✱ 家庭情况

7. Can you tell me something about your family? 能和我谈谈你的家庭吗？
8. How large is your family? 你的家庭有多少人？
9. How many people are there in your family? 你家有几口人？
10. My family is in Shanghai. 我的家在上海。
11. My family has 3 members. They are my father, my mother and I. 我的家庭有 3 个成员。他们是我父母和我。
12. I have a really big family. There are 5 people in my family. 我有个很大的家庭。家里有 5 口人。

### 开心一笑

#### So Many Acquaintances

Rossini was a famous Italian composer of the 19th century. He **was in the habit of** taking off his hat whenever he met an old acquaintance.

One day, a composer brought a **manuscript** to Rossini, who on listening, every minute took off his hat and put it on again. The composer asked whether it was so hot in the room.

“No,” said Rossini, “but there are so many acquaintances I remember in your composition, that I have continually to bow.”

#### 熟人太多

罗西尼是 19 世纪著名的意大利作曲家，他有看见了熟人就脱帽的习惯。



有一天，一位作曲家拿了一份乐谱手稿来见他。罗西尼一边听，一边不停地将帽子脱了戴，戴了又脱。那位作曲家不解地问是否房间太热。

“不，”罗西尼回答说，“在阁下的曲子里，我碰到的熟人太多了，所以我只好不停地脱帽鞠躬。”

be in the habit of 有……的习惯

manuscript ['mænjuskript] *n.* 手稿，抄本，原稿

## Unit 2 Work Experience 工作经验

### 单元目标

1. 学会详细介绍自己的工作经验
2. “get ahead of the game”的用法

### 语音集训

1. One obstinate old ostrich ordering ordinary oranges.
2. Spring is showery, flowery, bowery. Summer is choppy, croppy, poppy. Autumn is wheezy, sneezy, freezy. Winter is slippy, drippy, nippy.

及格时间：22 秒

你的记录：\_\_\_\_\_

### 先听为主

#### Dialogue 1

#### Worked there for two years and got good achievement

A: Mr. Li, I'm pleased to see you.

B: I've looked over your resume, Miss Zhao. I see you've already had quite a lot of experience. Could you tell me

something about your time with the previous company?

A: Yes. I have been worked there for two years since I graduated from college.

B: Did you get more clients for your company?

A: Yes, of course. I got 20 contract clients in one year. Among them, three were VIP clients, who took up 40% of our sales. I got ahead of the game by finishing my work early.

B: Your company must have been very satisfied with your work.

A: Well, I was honored the best employee that year. Later my boss promote me to manager to supervise the whole Sales Department.

### 对话 1

#### 在那里工作了两年,并取得好成绩

A: 李先生,见到你很高兴。

B: 赵小姐,我已经看过你的简历了,知道你有很多工作经验。你能和我说说你在之前那家公司工作的情况吗?

A: 好的。我大学毕业后就在那里工作,已经有两年了。

B: 你为你的公司拉到了很多客户吗?

A: 是的,当然。我在一年内拉到 20 个合同客户。其中有 3 位成为了 VIP 客户,他们占据我们销售额的 40%。我因提早完成工作而领先他人。

B: 你的公司一定对你的工作很满意。

A: 嗯,我曾在那年被选为最佳职工。后来我的老板提拔我为销售经理,监管整个销售部。

### Dialogue 2

#### Used to do a part-time job in an advertising company

A: Do you have experience in advertising?

B: Yes, I used to do a part-time job in an advertising compa-

ny.

A: What's your main duty there?

B: Advertising planning.

A: What qualities do you think an advertising planner should have?

B: I think an advertising planner should have active thoughts, creative talent, and be sensitive to the changes in market.

A: Would you like to talk about your outstanding achievements?

B: OK, I accomplished a commercial advertisement for a well-known company in May 2010. This advertisement won the second prize in our company.

## 对话 2

### 曾经在一家广告公司做兼职工作

A: 你有广告方面的工作经验吗?

B: 有,我曾经在一家广告公司做兼职工作。

A: 你在那里的具体工作职责是什么?

B: 广告策划。

A: 你认为广告策划人员应当具备什么素质?

B: 我认为广告策划人员应当思维活跃,富于创新,而且要对市场变化反应灵敏。

A: 能谈谈你的工作业绩吗?

B: 好的,2010年5月,我负责完成了一家著名公司的一则广告,这个广告方案在我们公司内部获得了二等奖。

## IN 语点拨

**get ahead of the game** 领先,占优势

老美喜爱比赛,很有竞争意识,比如他们酷爱拳击比赛,当他们的选手打倒对方时,他们会欢喜雀跃,兴奋不已。“ahead of the game (在比赛中领先)”这种意识已被他们运用到生活的各个领域,



不再单指比赛了,所以当自己或他人在某个事情上领先时,都可以说“get ahead of the game”,意思就是“领先,占优势”,后面加一个介词“by”意思就是“通过做某事领先”。例如: I got ahead of the game by finishing my work early. (我因提早完成工作而领先他人。)

### 高频用语

#### ✱ 职业经历

1. Have you got any experience in advertising? 你有广告方面的经验吗?
2. Do you have any sales experience? 你有销售经验吗?
3. What kind of jobs have you had? 你都做过什么工作?
4. Yes, I worked in a publishing house. 有,我曾在出版社工作。
5. I have never done this kind of work, but I will try very hard. 我以前从未做过这类工作,但是我愿意试一试。
6. I have experience working with a foreign company. 我有外资公司工作的经验。

#### ✱ 所掌握的技能再次应用

7. Can you apply the knowledge you have mastered to this new job? 你能将所掌握的技能应用于这份新工作吗?
8. In what section can you apply your skills to the job? 你所具备的技能可以应用于这份工作中的何处?
9. How can you apply your skills and knowledge to your advantage? 你现在具备的技能和知识要怎样发挥出来?
10. The experience in art edit can help me to realize our programme of book planning on young learners English. 美编的工作经验更有利于我实现我们有关少儿英语图书相关策划的项目。
11. My ability in marketing can help you out of the difficulty in doing business. 我的营销能力可以帮助贵公司摆脱经营





的困难期。

12. I studied in a computer training program, and can process data through the computer. 我在电脑培训班学习过,会用电脑处理资料

## 开心一笑

### A Record Stands Forever

Back at my high school for the tenth **reunion**, I met my old coach. Walking through the gym, we came upon a plaque on which I was still listed as the record holder for the longest **softball** throw. Noticing my surprise, the coach said, "That record will stand forever." I was about to make some modest **disclaimer** that record exist to be broken, when he added, "We stopped holding that event years ago."

### 永远不能破的纪录

回到读高中的学校参加 10 周年聚会时,我遇到了上学时的教练。一起走过体育馆的时候,我们看到一块纪念牌,上面还有我的垒球投掷最长距离的纪录。看到我惊奇的神情,教练说:“这个纪录会永远保持下去。”我正想说几句谦虚的话,说纪录一定会被破的之类的时候,教练补充说,“几年前我们停止举办这项比赛了。”

reunion [ri:'ju:niən] *n.* 重聚,团聚;(久别后的)聚会

softball ['sɒftbɔ:l] *n.* 垒球(与棒球相似,但球场较小,球大而软)

disclaimer [dɪs'kleɪmə(r)] *n.* 拒绝,不承诺;免责声明