



普通高等教育“十一五”国家级规划教材

□ 大学英语选修课/学科课程系列教材

Professional English

职场英语

《大学英语选修课/学科课程系列教材》项目组 编



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《大学英语选修课/学科课程系列教材》总前言

随着我国经济、文化、科技的不断发展，社会对大学生的英语水平提出了更高的要求，大学英语教学改革已成为社会关注的热点之一。为了推动大学英语教学改革，教育部在总结近年来教学改革经验的基础上，对2004年公布的《大学英语课程教学要求（试行）》进行了全面修订，并于2007年8月正式颁布了《大学英语课程教学要求》。与以往的《大学英语教学大纲》相比，新的《大学英语课程教学要求》从以下三个方面为大学英语教学带来了新的变化：1. 培养目标的变化。《大学英语课程教学要求》提出，大学英语要培养学生的英语综合应用能力，在坚持其通用基础学科定位的同时，提出了与专业学习相结合的专门用途英语，以及以人文、国际交流为核心的文化素质课程的定位；2. 教学思想的变化。提出了自主学习的思想，鼓励学生自主选择学习内容和学习方式；3. 教学模式的变化。鼓励在教和学的过程中使用以计算机为基础的教育技术，拓展英语学习的渠道，增加语言练习的机会，提高语言输入和输出的质量。

面对新的改革形势，我们明显感到，现行的以英语基础能力发展为核心的大学英语教材体系难以适应新形势的需要，广大师生也盼望着更多与国际文化知识、专业知识、学术交流相结合的新型英语教材，满足正在出现的大学英语的多重定位、学生自主选择学习内容和基于计算机技术的自主学习方式等变化的需要。为此，我们提出开发《大学英语选修课/学科课程系列教材》。

本系列教材为“普通高等教育‘十一五’国家级规划教材”，主要供完成《大学英语课程教学要求》中规定的“一般要求”后，继续学习“较高要求”和“更高要求”英语课程的学生使用，也可供研究生及广大专业技术人员学习专业英语、学术英语，提高英语综合应用能力使用。

本系列教材包括语言技能发展、跨文化交际能力发展和通用学术交流能力发展三个子系列。语言技能发展系列教程着重发展学生的通用英语技能。在该系列教材的开发中，我们将分期、分批建设若干门大学英语高级技能发展课程教材，其中包括：网络视听、翻译实践、网上阅读、高级阅读、口译技巧、应用写作等。跨文化交际能力发展系列教程着眼于扩展学生的国际文化视野，培养学生将英语作为国际交流语言使用的能力。在该系列教材的开发中，我们拟建设的教材有中西方文化概论、英语文化解读、英语演讲与辩论、跨文化交际、世界文明与文化导论、科技与人文、文学选读、经典作品欣赏、影视欣赏等。通用学术交流能力发展系列教程重在发展学生使用英语进行相关专业学术交流的能力。在

该系列课程的开发中，我们将重点建设两大类别的专业学术英语课程，即A类教材和B类教材。其中，A类教材以学术研究和职业技能为基础，包括学术写作、学术会议、批判性思维等；B类教材以专业知识为基础，提供能供双语教学使用的专业通用基础教材，从而将专业学习与语言学习有机地结合起来。

本系列教材的开发是我们的一个新的尝试，新教材强调英语学习与文化学习、专业学习、学术交流和工作的结合，突出英语学习的实用性、学术性和人文性，充分反映国内外新式教学思想和理念，突出学生的参与和自主学习，强调信息技术的使用和教材的立体开发。我们相信，该系列教材的出版一定会给广大师生带来新的感受和新的教学体验，进而深化我国大学英语教学改革，创造出大学英语教学的新范式。

由于编者水平有限，加之时间仓促，疏漏和不妥之处在所难免，恳请读者不吝指正。

《大学英语选修课/学科课程系列教材》项目组

2008年1月

前 言

当前，国际间的往来愈加频繁，英语日益成为一种重要的商务语言。然而，我国大学毕业生在求职面试中，许多学生听不懂正常语速的英语对话，无法满足用人单位的需求，错失了很多机会。市场已向我们表明：大学毕业生不提高语言应用能力，摆脱英语会话能力不足的困境，就会给自己的工作带来诸多不便和尴尬，就不能满足社会对人才的要求。

《职场英语》是为大学在校生编写的实用性英语教材，已列入普通高等教育“十一五”国家级规划教材大学英语选修课/学科课程系列。它旨在帮助学生在用英语交流的不同职场中建立信心，启发和创造环境，通过口语表达和讨论给定话题，使学生接触到较正式的、用于各种工作场合的实用英语。本教材应用面广、实用性强，符合教育部大学英语教学改革工作所确定的加强实用性英语教学，全面提高大学生英语应用能力的教改方向。

本书还可面向广大外企员工以及英语学习者，为他们提供悉心的职场英语指导，全方位帮助他们从容面对日益激烈的求职竞争，在外语交流环境中表达自我、展现自我。

本教材共由10个单元组成，内容涉及商务会议、谈判、求职面试等与职场英语相关的各个方面。每单元由三部分构成：

第一部分为与本单元内容相关的情景对话；

第二部分为信息输入，通常是两篇有关背景知识的文章；

第三部分为实践练习，由口语练习和书面练习组成，为学生提供真实情景，让学生将课上所学的知识应用到实际。同时，在对话及文章后的语言要点中，给出实用的口语表达例句，帮助学生就该单元的话题进行会话。

为方便教师更好地开展立体化教学，本教材另配有MP3光盘及相关网络资源。本书答案可在中国外语网 <http://www.cflo.com.cn> 注册后下载。

本教材的编排从内容到形式都做了不少新的尝试，教材中难免存在纰漏之处，敬请各位专家和读者在使用本教材的过程中给与指正，并将改进意见及时反馈给我们，以便在修订时完善。

编者

2009年5月

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Unit 1 Job Interview



Job Interview is a process in which a potential employee is evaluated by an employer for prospective employment in their company, organization, or firm. For many, a job interview is the most stressful part of the job search process. In order to persuade the employer that he/she is the most suitable person for the opening, the candidate has to impress the employer with his/her appearance, personality and qualification.

Dialogue

John Smith applies for a job in Gary Henson's company, Gary is interviewing him. (A: Gary Henson B: John Smith)

- A: Good morning, I'm Gary Henson. Please take a seat.
B: Good morning, I'm John Smith. Nice to meet you.
A: Nice to meet you too. To start with, can you tell me why you are interested in working for our company?
B: Because your company has a great future and I'll be able to develop my own capabilities here.
A: I see. Which university did you graduate from? And what is your *major*?

- B: I graduated from Guangdong College of Commerce and my major is accounting.
- A: What were your scores at college?
- B: They were all above average.
- A: Did you get any *honors* or awards at your university?
- B: I won a university *scholarship* four years on end.
- A: How would you describe your personality?
- B: I am tolerant, slow to anger, *tactful*, caring and friendly.
- A: What are some of your strong and weak points?
- B: Well, I suppose a strong point of mine is that I like developing new things and ideas. But I'm afraid I'm a poor talker and that isn't very good, so I've been studying how to speak in public.
- A: What sort of work experience do you have?
- B: When I was at college, I worked as an assistant accountant with GE for two summers. I've been working at Guangzhou Telecommunication Bureau since my graduation.
- A: What are your responsibilities there?
- B: My work involves various routine *bookkeeping* and basic accounting tasks.
- A: Why do you want to leave your present job?
- B: I find the job at your office very challenging. I'm keen to shoulder higher responsibilities.
- A: What's your expectation on this job?
- B: Except for the enriching work experience and the salary, I also expect to learn more about other countries with their cultures and their attitudes toward life.
- A: Very well. So, where do you see yourself in five or ten years?
- B: If I'm lucky enough to have this position, I'll endeavor to know whatever an accountant should know and hopefully move into an account management position step by step.
- A: All right. If you get the job, when can you start?
- B: Next monday would be good for me.
- A: OK. Glad to talk to you today. We'll notify you of our decision within a week. Goodbye.
- B: I'll look forward to it. Thank you for your interview with me, sir. Goodbye.

Notes

1. **major** the main subject or course of a student at college or university 主修科目
2. **honor** fame or glory 荣誉
3. **scholarship** an amount of money given to sb by an organization to help pay for their education 奖学金

4. **tactful** careful not to say or do anything that will annoy or upset other people 机智的, 老练的
5. **bookkeeping** recording of all financial transactions undertaken by an individual or organization 簿记

Useful Expressions

① Why are you interested in working for our company? 为什么有兴趣在我们公司工作?

- Your company has a reputation for being innovative and open to new ideas.
贵公司一直以善于革新, 能够接纳新思想而著称。
- Because your operations are global, so I feel I can gain the most from working in this kind of environment.
因为贵公司的运作是全球化的, 我觉得在这样一个环境中工作我会有最大的收获。
- I know that your goal is to become the biggest provider of office supplies in the area. My knowledge and experience of the customer base can make a big contribution to this. I would really enjoy the challenge of growing this business.
据我了解, 贵公司的目标是成为该地区最大的办公用品供应商。相信我在客户群方面的知识 & 经验能为这一目标的实现做出巨大贡献。我十分愿意为公司的发展壮大来挑战自己。
- Because I'm very interested in your company's training program.
因为我对贵公司的培训计划很感兴趣。

② Why did you leave your former company? 为什么离开以前的公司?

- Because I'm capable of more responsibilities, I decided to change my job.
因为我有能力担负起更多的责任, 所以决定换工作。
- There was very little opportunity for me to use my initiative, which is one of my strengths.
我没什么机会发挥自己的首创精神, 而这是我的强项之一。
- There was a lack of growth opportunities in a small company. One of the reasons I'm so interested in your company is that it is a much larger organization with formal career planning structures in place.
小公司缺少机会。而我对贵公司感兴趣的原因之一是贵公司是一个有正规职业规划结构的大型公司。

- Because I had some private reasons, some family stuff.
因为我有一些私人的原因，一些家里的事。

③ What are your great strengths? 你有什么优点?

- I'm a good team player.
我是一个富有团队精神的人。
- I'm disciplined and determined. I believe these strengths strongly contribute to my success in sales.
我遵守纪律且意志坚定。我相信这些优点能成就我在销售方面的成功。
- I can work under pressure and get along with my colleagues.
我能在压力下工作，并能与同事和谐相处。
- I'm an adaptable person. I have worked for three different managers, and they had very different management styles and expectations of me. I am able to adjust my approach to meet each of their needs.
我的适应力很强。我曾在三位不同的经理手下工作过，而且他们的管理风格和对我的期望都十分不同。我能够调整工作方法以适应他们各自的需求。

④ What's your biggest weakness? 你最大的缺点是什么?

- I can be disorganized sometimes, but I'm aware of this and make sure I answer my emails and messages straight away. I update my calendar as soon as I have a new task or appointment, this really helps.
我有时做事没什么条理，但是我已经意识到这点，而且确定我能马上回复电子邮件和信息。我一有新的任务或约会就立即更新日程表，这很有效。
- I can be a bit aggressive in getting to my goals.
我在达成目标时有点激进。

⑤ In what specific ways will our company benefit from hiring you? 具体地说，我公司雇用你有什么好处?

- I think that my skills and experience are helpful for you.
我觉得我的技术和经验对你们有用。
- I have worked with a similar product line and have an in-depth understanding of the technical aspects.
我接触过一个相似的生产线，并且对技术方面有全面深入的理解。

- I'm very familiar with this market and have many clients. I think your company will benefit from it.
我对这个市场非常熟悉并有许多客户，我认为贵公司能从中获益。
- Your company will benefit from gaining a young, energetic, and intelligent person.
贵公司能通过雇佣一个充满活力、聪明的年轻人获益。

⑥ Could you project what you would like to be doing five years from now? 你能预料五年后你会做什么吗?

- It's an uncertain world and one can't predict what is going to happen. However, my hope is that I will have contributed to the success of the company and grown both personally and professionally within my position.
这是一个充满不确定的世界，没人能预料将来的事。但我希望我能够为公司的成功出一份力，同时，在我的职位上获得个人和职业方面的成长。
- I hope to demonstrate my ability and talents in my field adequately.
我希望能充分展示我在这个行业的能力和智慧。
- It would be premature for me to predict this, but I'll do my best at work.
现在对此问题的预测，尚嫌过早，但我会在工作上尽自己最大的努力。

⑦ How do you handle your conflict with your colleagues in your work? 你如何处理与同事在工作中的意见不和?

- I've actually always got on just fine with my co-workers.
说实话我跟我的同事相处得很愉快。
- We will discuss it when we calm down.
我会等大家冷静下来再讨论。
- It is important to ask questions and listen to their point of view. If you know what their interpretation of the situation is, then it is easier to work out a solution.
问问题和倾听他们的观点是十分重要的。如果你知道他们对局势的理解，找出解决方法就容易多了。

⑧ Can you work under pressure? 你能在压力下工作吗?

- Yes, I think so.
是的，我可以。

- This is needed in my current (or previous) position and I know I can handle it well.
这就是我目前(先前)工作所需要的, 我知道我能应付自如。

9 What are your salary expectations? 你对薪水有什么要求?

- I would like to table the issue of salary for the moment, until I know more about the job you will be asking me to do.
在我了解您分配给我的工作之前, 我想先把薪酬问题暂时搁置一下。
- Shall we discuss my responsibilities with your company first? I think salary is closely related to the responsibilities of the job.
我们能不能先谈一谈我在贵公司需要承担的责任? 我觉得工资应该与工作的责任紧密相关的。
- I expect to be paid according to my abilities.
我希望能根据我的能力支付薪资。
- I'm sorry, but I'm not sure what responsibilities this position involves yet, and I need more information about what kind of work you are expecting me to do.
不好意思, 但我仍不确定该职位有什么职责, 我需要更多关于您希望我做的工作的信息。

10 Finally, do you have any questions to ask me? 最后, 你还有什么问题要问我吗?

- Based on what we have spoken about here, I'm an excellent match for this company and opportunity. When can I go to work?
根据我们所谈的内容, 我是贵公司及这次机会的绝佳匹配。我何时可以上班?
- What aspect of your job do you find most challenging?
您觉得您工作中哪方面最为挑战?
- Why do people like to work here?
为什么人们喜欢在这工作?
- Does your company have any special training for the new staff?
贵公司对新员工有什么特殊培训吗?
- In my research, I noticed that your company's largest competitor is BBC corporation, so what is your company's stance?
据我调查, 我注意到贵公司的最大竞争对手是BBC公司, 那贵公司对此采取何种姿态?

Class Activities

Exercise: *Making a Dialogue*

Directions: Read the following situation, and make a dialogue based on it.

Student A: You are the HR manager of Intel. Your company ran three want ads on China Daily two days ago. Today, you have a candidate to interview.

Student B: You are a graduate. You saw the want ads of Intel and thought one of them was suitable for you. Today, you are going to be interviewed by the HR manager of Intel.

Want Ad

Position Title: Hardware Engineer

Position Description & Responsibility

- Integrates advanced microprocessors, chipsets, digital/analog components and firmware into motherboards.
- Designs, develops and provides ongoing support for new Intel PC boards and systems, including circuit design and chipsets.
- Analyzes new product designs, develops specifications and create hardware or software test solutions to meet product-testing requirements.
- Designs, simulates, debugs and characterizes high-frequency wireless circuits. This includes system level modeling, analog component specification/verification, OEM platform integration and standards definition.

Requirements

- Bachelor or above Degree in Electrical Engineering, Computer Engineering, Communication Engineering, Computer Science, Mechanical Engineering and related majors.
- Commands good technical skills.
- Must be comfortable with working in a fast paced environment.
- Good sense on team work, quality and discipline is highly preferred.
- Fluent spoken and written English is a good plus.

Want Ad 2

Position Title: Administrative Assistant

Position Description & Responsibilities

- Owns all administrative systems for the factory.
- Manages factory web sites and portals.
- Assists with factory communication.
- Manages schedules, and facilitates travel.
- Coordinates event logistics external and internal to the factory.
- Coordinates team logistics for departments.

Requirements

- Bachelor candidates major in English or Management related.
- Strong analytical, business process, systems and Microsoft Office (Excel, PowerPoint, etc.) skills are required.
- Excellent verbal, written presentation, and interpersonal communication skills are necessary.
- Effective organizational and project planning skills are critical to be successful in this role.
- Must be a good problem solver and be able to work in a high pressure and ever-changing environment.
- Strong analytical skills are also essential.
- Strong attention to detail is critical in this role.
- The ideal candidate is one who is creative, flexible and customer-centric.
- Additionally, experience with web design is a plus.
- A team-orientation and positive attitude is a must.

Want Ad 3

Position Title: Customer Applications Sales Specialist

Position Description & Responsibilities

- This is a commissioned sales position.
- Responsible for working with customers on joint sales and marketing programs which includes creative, imaginative and proactive marketing or business development programs.
- Supports the major customer sales force and negotiates with many levels of customer management.
- Represents Intel in third party relationships.
- Requires extensive theoretical, practical, and industry knowledge.
- Applies and/or develops highly advanced technologies, principles, and concepts.