

Oral English Course
for Job Interviews

求职面试英语 口语教程

主编 赵芝英 张燕如



凤凰出版传媒集团

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前言

面试成功可以改变一生。外企、白领、高薪,这是许多求职者梦寐以求的求职目标,然而英语却成为很多求职者在面试过程中难以逾越的障碍。目前,市场上求职英语方面的书大多针对在职人士编写,不适合初出茅庐的大学毕业生。为此,我们专门针对大学生编写了《求职面试英语口语教程》。本教材编排上突出了从易到难、循序渐进的规律,每单元都体现了认知—模仿—实战的科学过程。本书旨在指导大学生在求职面试中少走弯路,汲取前人成功的经验,顺利找到一份理想的工作。

本书结构

全书共分为两大部分。

1. 面试常见话题(Common Subjects in Interviews)

通过呈现求职面试片段,列举了大学生参加面试时最有可能碰到的14个常见话题。熟悉这些话题后,学生在接受英语面试时就更有可能做到胸有成竹、从容应对。

2. 求职面试实例(Job Interview Examples)

教材紧扣大学生未来就业方向,选材与学生的学习、生活及日后职业密切相关。本书呈现了19种具体岗位面试交谈全过程。这些岗位都是各大中专院校毕业生选择余地很大的职业,相信一定对读者有帮助。

本书特点

1. 重点词汇适用

每单元的Section A罗列了本单元主题下常用的单词和短语,难易适中,使读者加深对词汇的理解和记忆,以便在对话中扫除词汇障碍,从而可以学以致用,更快地提高英语口语水平。

2. 必背句式实用

每单元的Section B罗列了本单元主题下常用的经典短句,简单实用,供读者在实际应用中重点选择,易于背诵,可使读者出口成章,在求职面试中立于不败之地。

3. 经典对话活用

每单元的Section C给出了本单元主题下精心编写的对话。精彩的求职情景会话通俗易懂,可供读者进行模拟操练。此外,本书录制了英美人士朗读的光盘,供学生模仿、操练,以期能为读者带来更多英语学习的成就和快乐。学生充分的求职准备加上适当的临场发挥,必将一举获胜。

4. 配套练习好用

每单元的Section D都设有本单元主题下的配套练习,用来检测读者对所学内容的掌握程度,有翻译汉语完成对话,也有真实面试表演,教学过程体现教—学—做一体化,真正使学生提高英语实用能力,做到学以致用。

教学建议

本书供大中专院校大学生求职面试前训练使用。建议面试话题全部讲授,面试实例可选择与学生专业相关的岗位操练,重点在于培养学生流利的口语表达能力。教学可采用以模仿为主,反复操练的方法,达到脱口而出的效果。

由于编者水平有限,本书编写过程中难免有疏漏之处,敬请读者、专家批评指正。

编 者

2009年8月

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求职面试英语口语教程

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Part 1

第一部分

Common Subjects in Interviews

面试常见话题



Lesson 1

Personal Information 个人信息

Section A Useful Words and Expressions

present address	现住址	permanent address	常住地址
birthplace	n. 出生地	nationality	n. 国籍; 民族
registered resident	有户口的居民	work unit	工作单位
marital status	婚姻状况	native place	籍贯

Section B Useful Sentences

1. Tell me your present address, please.
请告诉我你现在的住址。
2. I'm living at 58 Qianrong Road, Wuxi.
我住在无锡市钱荣路58号。
3. What kind of occupations do your parents have?
你父母是做什么的?
4. I'm unmarried/not married. I am still single.
我没有结婚。我还是单身。
5. What is your work unit? And where is it?
你的工作单位是什么? 在哪儿?
6. Where is your domicile place?
你的户籍在哪里?

Section C Dialogues

Listen to the following dialogues and pay special attention to the phrases and sentences which express one's personal information.

C1▶ *Jack Smith is having an interview. The interviewer is asking him about his personal information.*

Interviewer: Come in, please.

Smith: Good morning.

Interviewer: Good morning. Please make yourself comfortable.

Smith: Thank you.

Interviewer: Are you Mr. Smith?

Smith: Yes. My name is Jack Smith.

Interviewer: How do you spell your first name'?

Smith: Jack, J-A-C-K.

Interviewer: Tell me your **present address**, please.

Smith: I'm living at 58 Qianrong Road, Wuxi.

Interviewer: When were you born?

Smith: I was born in March 1974.

Interviewer: Where is your **birthplace**?

Smith: Suzhou.

Interviewer: Are you a **registered resident** of Wuxi?

Smith: Yes, I am.

Interviewer: Can you leave me your phone number?

Smith: Gladly, 8-5-5-2-5-8-5-8.

Notes

1. 英语里“名”的表达除first name外,还可用given name;“姓”的表达有surname, last name和family name.

C2▶ *Lin Meimei is having an interview. Robert Ross, the personnel manager, is asking her about her personal information.*

Ross: Good afternoon, Miss Lin. I am Robert Ross, the personnel manager here.

Lin: Good afternoon, Mr. Ross. Pleased to meet you.

Ross: Please have a seat, Miss Lin. Would you like a cup of coffee or black tea?

Lin: Thank you. Coffee would be nice.

Ross: How big is your family?

Lin: We are five in all.

Ross: Who supports your family?

Lin: My parents and I.

Ross: What kind of occupations do your parents have?

Lin: My father is an engineer. My mother is a nurse.

Ross: Are you married?

Lin: No, I'm not married yet. I am still single.

Section D Follow-up Activities

D1 Complete the following dialogue by translating the Chinese into English.

Interviewer: May I have your name?

Li Ming: My name is Li Ming.

Interviewer: ¹ _____ (你的姓怎么拼?)

Li Ming: Li, L-I.

Interviewer: ² _____ (你属于什么民族?)

Li Ming: Han.

Interviewer: ³ _____ (你有北京的居民身份证吗?)

Li Ming: Yes, I do.

Interviewer: ⁴ _____ (你的固定住址是哪里?)

Li Ming: My permanent address is Room 201, 160 Fuxing Road, Beijing.

Interviewer: What is your birthplace?

Li Ming: ⁵ _____ (我的出生地是上海。)

Interviewer: Are you married?

Li Ming: ⁶ _____
(不,我还没有结婚,我还是单身。)

Interviewer: Who supports your family?

Li Ming: My mother is a housewife. ⁷ _____
(我父亲维持全家人的生活。)

D2 Act out a dialogue with your partner, asking and talking about your personal information by using the useful sentences and expressions you've learnt in this unit.



Lesson 2

Educational Background 教育背景

Section A Useful Words and Expressions

major in	主修	bachelor's degree	学士学位
minor subject	辅修科目	graduation thesis	毕业论文
school report	成绩单	club activity	社团活动
scholarship	n. 奖学金	specialized course	专业课程
further education	继续教育	major subject	主修科目

Section B Useful Sentences

1. Which college did you graduate from?
你毕业于哪所大学?
2. I will graduate this coming June.
我将于今年6月毕业。
3. My major subject is business English and my minor subject is economics.
我的主修科目是商务英语,辅修科目是经济学。
4. Which band did you pass in the College English Test?
你通过了大学英语考试几级?
5. My graduation thesis is on the importance of translation in international communication.
我的毕业论文是关于翻译在国际交往中的重要性。
6. How do you think the education you've received will contribute to your work in this company?
你认为你所接受的教育对你在本公司的工作有何帮助?

Section C Dialogues

Listen to the following dialogues and pay special attention to the phrases and sentences which express one's educational background.

C1▶ *Cindy is having an interview. The interviewer wants to learn something about her educational background.*

Interviewer: Which college did you graduate from? ¹

Cindy: I graduated from Wuxi City College of Vocational Technology.

Interviewer: What was your major in college? ²

Cindy: I **maored in** business English.

Interviewer: What was your **minor subject**?

Cindy: Business administration.

Interviewer: How were your scores in college?

Cindy: This is my **school report**. I got excellent grades in all my subjects.

Interviewer: Which band did you pass in the College English Test?

Cindy: I passed CET-4.

Interviewer: Did you get any **scholarship** assistance in college?

Cindy: Yes. I received a college scholarship for three academic years on end.

Interviewer: Do you plan to go on to **further education**?

Cindy: Yes, I plan to get a **bachelor's degree**, but before that, I prefer to get some practical work experience.

Notes

1. 询问毕业院校的常用句型还有: Which college did you attend? Which college are you attending?
2. 询问专业的常用句型还有: What was your major subject? What subject did you major in during your college years?

C2▶ *Chen Min is having an interview. Robert Smith, the personnel manager, is asking her about her educational background.*

Smith: Good afternoon, Miss Chen. I am Robert Smith, the personnel manager here.

Chen: Good afternoon, Mr. Smith. Pleased to meet you.

Smith: Have you graduated from college?

Chen: Not yet. Actually I will graduate this coming June.

Smith: What department do you study in?

Chen: I am studying in the Department of International Trade.

Smith: What is the subject of your **graduation thesis**?

Chen: My graduation thesis is on the importance of translation in international communication.

Smith: Did you join any **club activities** at college?

Chen: Yes. I successfully organized a number of English speaking contests.

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

Chen: I think I've got a basic understanding of the work processes in an import and export company like yours.

Section D Follow-up Activities

D1▶ Complete the following dialogue by translating the Chinese into English.

Interviewer: Please sit down.

Li Ming: Thank you.

Interviewer: ¹ _____ (你毕业于哪所大学?)

Li Ming: I graduated from Wuxi Institute of Commerce.

Interviewer: ² _____ (你主修什么专业?)

Li Ming: My major is English.

Interviewer: What's your minor subject?

Li Ming: ³ _____ (我的辅修科目是秘书。)

Interviewer: ⁴ _____ (你打字和速记的技能怎样?)

Li Ming: I can type 65 words and take dictation in English at 100 words per minute.

Interviewer: Which band did you pass in the College English Test?

Li Ming: ⁵ _____ (我通过了大学英语四级考试。)

Interviewer: Did you get any honors or rewards in college?

Li Ming: Yes, ⁶ _____ (我在大三时获得了校级奖学金。)

Interviewer: Tell me something about your experiences of club activities in college.

Li Ming: ⁷ _____ (我曾是学校足球队队员。)

D2 Act out a dialogue with your partner, asking and talking about your educational background by using the useful sentences and expressions you've learnt in this unit.



Lesson 3

Work Experience 工作经验

Section A Useful Words and Expressions

sales representative	销售代表	outstanding achievement	突出业绩
market development manager	市场发展部经理	product line	生产线
customer complaint	客户投诉	outstanding worker	先进工作者
cooperate with	与……合作	evaluate	vt. 评价
dependable	adj. 可靠的	recommendation	n. 推荐信

Section B Useful Sentences

1. How long have you been working there?
你在那儿工作多久了?
2. What work were you responsible for at your previous work unit?
你在以前的工作单位具体负责什么工作?
3. Please tell me about your work experience.
请告诉我你的工作经历。
4. Do you have any work experience in this field?
你以前有没有做过这方面的工作?
5. Can you get recommendations from your present employer?
你目前的雇主能给你写推荐信吗?
6. I've got three years' relevant experience.
我有三年的相关工作经验。
7. Would you like to tell me something about your outstanding achievements?
能跟我谈谈你取得的突出业绩吗?