

The  
**COLLECTION** of  
ORAL ENGLISH RATTLING OFF

# 职场英语口语 倒背如流

张艳秋 浩瀚 主编

- ▶ 闪亮词语
- ▶ 七彩精句
- ▶ 鲜活会话
- ▶ 倒背如流



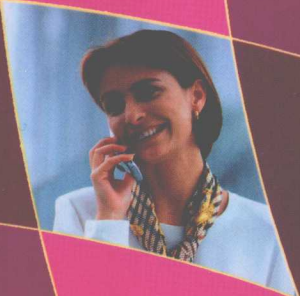
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**机械工业出版社**  
CHINA MACHINE PRESS



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本书集中展现了职场英语口语中一些巧妙达意的地道用法,以 Words and Phrases(闪亮词语)、Useful Sentences(七彩精句)、Fashion Conversations(鲜活会话)和 Rattling Off(倒背如流)4个版块穿插各个单元。全书从面试话题和职场对话两方面来分析描述,将职场各个方面的情況和所需要做的工作展现在你面前,力求实景展现职场的每个细节,便于读者查询及学习。

本书内容精炼,可读性强,在编排上遵循循序渐进的原则,由易到难引导读者完成对知识的学习和记忆,适合初、中级英语水平读者和广大英语爱好者阅读。

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# PREFACE

## 前言

随着市场的不断扩大,职场竞争愈加激烈,怎样才能激烈的竞争中立于不败之地并获得升职,从而实现自己的职业突破呢?《职场英语口语倒背如流》会帮你解决这些问题!

本书主要从面试话题和职场对话两方面来分析描述,将职场各个方面的情况和所需要做的工作展现在你的面前,希望这本书能在你的工作上助一臂之力!

在编排和使用中,本书突出以下特点:

**Words and Phrases (闪亮词语):**本部分精选了与主题内容相关的词汇,从基础入手,让读者在略读中留下较深印象,加深对词汇的理解与记忆,从而扫除单词障碍。

**Useful Sentences (七彩精句):**精心挑选的例句,使读者在实际应用中重点选择。为读者朋友量身打造语言环境,易于理解和使用。

**Fashion Conversations (鲜活会话):**紧张、激烈的气氛凝固在每一个职业现场,“各种职场对话”囊括其中,精彩现场一一呈现。

**Rattling Off (倒背如流):**为读者提供了经典的开心甜点,使读者在开心学习中获得更多的知识。

本书针对职场中最可能出现的情况进行了详细的叙述和总结,可供所有职场人士参考使用。



**Preface 前言**

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# Common Subjects in an Interview

CHAPTER

1

面试话题



★ 自我介绍 ★

1

Introduce Myself



Words and Phrases 闪亮词语

点滴积累

a certificate of health 健康证明  
 all-round development 全面发展  
 contribute [kən'tribju:t] 贡献, 奉献  
 clarity ['klærɪti] 清楚  
 brevity ['brevɪti] 简洁  
 sincerity [sɪn'serɪti] 诚实  
 straightforward [streɪt'fɔ:rwəd] 正直的  
 candidate [kændɪdɪt] 求职应征者, 候选人  
 impressive [ɪm'presɪv] 令人印象深刻的  
 introduction [ɪntrə'dʌkʃən] 介绍  
 promise ['prɒmɪs] 承诺

give up 放弃  
 refuse to concede defeat 不服输  
 energy ['enədʒi] 精力, 活力  
 courage ['kʌrɪdʒ] 勇气, 精神  
 confidence ['kɒnfɪdəns] 信心  
 desire [dɪ'zaɪə] 期望, 希望, 愿望  
 opportunity [ɒpə'tju:nɪti] 机会, 时机  
 selection [sɪ'lekʃən] 选择, 挑选  
 cooperate [kəu'ɒpəreɪt] 合作  
 call for 需要



Useful Sentences 七彩精句

连点成线

General Appraises 一般评价

1. *I have a comparatively good understanding for this position.* 对这一职位, 我有较好的理解。
2. *I can adapt myself quickly to new things, so I can contribute a lot to the company.* 我能很快适应新事物, 会对公司做出大贡献的。
3. *What freedom would I have to determine my work objectives and deadlines?* 对于我的工作目标与完成期限, 我的自主性有多大?
4. *Frankly speaking, I think I'm honest and reliable.* 坦率地说, 我认为我诚实可靠。
5. *I think I'm initiative and responsible in doing*

*things.* 我认为我做事主动, 富有责任心。

6. *No pain, no gain.* 一份耕耘, 一份收获。
7. *Be creative and aggressive and never dare to meet frustrations.* 开拓进取、勇于创新、不怕挫折。
8. *B.S. in Computer Science, four years of working experience in a well-known computer company, extensively experienced in PC.* 计算机科学学士学位。有在知名电脑公司四年的任职经历, 精通个人计算机。

General Regards 一般问候

1. *Where are you living now?* 你现在住哪儿?

2. *May I ask your present address?* 请告诉我你



现在的住址好吗?

3. *What's your telephone number?* 你的电话号码是多少?
4. *Where is your birthplace?* 你在什么地方出生的?
5. *May I introduce myself?* 我可以自我介绍一下吗?
6. *Does the company plan to expand?* 贵公司有扩展计划吗?
7. *What are the significant trends in the industry?* 这个行业有什么重大的发展趋势呢?
8. *What would you expect me to accomplish in this job?* 您希望我在这个职位上达成哪些目标?
9. *What future opportunities might be available*

*for a person who is successful in this position?*

- 如果在这个职位上表现优异,我将来会有什么样的机会呢?
10. *Could you tell me where you are living now?* 能告诉我你现在住哪儿吗?
  11. *Please tell me your permanent address.* 请告诉我你的永久地址。
  12. *I'm not sure whether I have understood your question. May I beg your pardon?* 我不太明白您的问题,能请您再说一遍吗?
  13. *Would you mind asking that again a bit more slowly, please?* 您介意再说一遍,说得慢一点吗?
  14. *Do you have a Beijing ID card?* 你有北京的居民身份证吗?



Fashion Conversation 鲜活会话

曲线到面

## Conversation 1

A: What's your address?

B: My address is 39, Tuanjie Road, Chao yang District, Beijing.

A: Do you have any special interests?

B: Yes, I like reading and playing chess.

A: What do you usually do after work?

B: Usually, I play chess with my friends.

A: Do you drink?

B: No, I don't.

A: Do you smoke?

B: Yes, but only in social situations.

A: 你的地址是什么?

B: 我的地址是北京市朝阳区团结路39号。

A: 你有没有特别的喜好?

B: 我喜欢读书和下棋。

A: 你下班以后通常做什么?

B: 通常会去找朋友下棋。

A: 你喝酒吗?

B: 我不喝酒。

A: 你抽烟吗?

B: 抽,但只是应酬应酬。

## Conversation 2

A: May I have your name?

B: My name is Li Ming.

A: 请问你叫什么名字?

B: 我叫李明。

A: How do you spell your family name?

B: Li, L-I.

A: Do you have an alias?

B: No. But I have a pen name, Yifan.

A: Could you tell me how old are you?

B: I'm twenty-five years old.

A: What's your date of birth?

B: My birth date is May 11th, 1984.

### Conversation 3

A: Where is your birthplace?

B: My birthplace is Beijing.

A: Where is your domicile place?

B: My domicile place is Beijing.

### Conversation 4

A: How would you describe yourself?

B: I'm hard-working and organized, and I work well with others.

A: What do you picture yourself in five years?

B: I want to be in a senior sales position with a high-tech company.

A: And do you have any experience in sales?

B: Actually, I don't. But I believe my personality and ability to learn fast will enable me to become a good sales Rep.

A: I appreciate your self-confidence. I'm sure you will succeed.

B: Thank you.

### Conversation 5

A: Good afternoon. Sit down, please.

B: Thank you.

A: Can you tell me what your full name is, please?

A: 你的姓怎么拼?

B: 李, L-I.

A: 你有别名吗?

B: 没有。但我有笔名, 一凡。

A: 你多大了?

B: 我 25 岁了。

A: 你的出生日期是哪天?

B: 我出生于 1984 年 5 月 11 日。

A: 你的出生地在哪里?

B: 我的出生地是北京。

A: 你的户籍在哪里?

B: 我的户籍在北京。

A: 你如何描述你自己?

B: 我工作勤奋、组织能力强, 而且与他人相处融洽。

A: 你对自己未来五年有什么规划?

B: 我想成为高科技公司的资深销售人员。

A: 你有销售经验吗?

B: 事实上, 我没有。不过我相信以我的个性和快速学习的能力, 我会成为一名优秀的销售代表。

A: 我欣赏你的自信, 我肯定你会成功的。

B: 谢谢。

A: 下午好, 请坐。

B: 谢谢。

A: 你能告诉我你的全名吗?



B: My full name is Lin Qing.

A: How do you spell your family name?

B: Lin, L-I-N.

A: Do you have an English name?

B: Yes, It's Jack. It was given to me by my English professor when I was at university.

A: How do you like your name?

B: I like it very much. My name has become a part of me. I don't want to change it.

A: How old are you?

B: I'm twenty-five (years old).

A: What is your date of birth?

B: I was born on April 11, 1984.

B: 我的全名叫林清。

A: 你的姓怎么拼写?

B: 林, L-I-N。

A: 你有英文名吗?

B: 有, 叫杰克。这是上大学时我的英语教给我取的。

A: 你喜欢你的名字吗?

B: 我很喜欢。我的名字已经成为我的一部分。我不想更改它。

A: 你多大了?

B: 25 岁。

A: 你的生日是哪一天?

B: 我出生于 1984 年 4 月 11 日。

## Conversation 6

A: Are you married?

B: No. I'm single.

A: Do you have any relatives or friends in the States?

B: No, I don't.

A: Do you practice any religion?

B: No. I am an atheist.

A: Have you served in the army?

B: No. I was exempted from military service.

A: Have you ever applied for a visa before?

B: No, sir. I haven't.

A: 你结婚了吗?

B: 没有, 我单身。

A: 你在美国有亲戚或朋友吗?

B: 没有。

A: 你有宗教信仰吗?

B: 没有, 我是无神论者。

A: 你当过兵吗?

B: 没有, 我免服兵役。

A: 你曾经申请过签证吗?

B: 没有, 先生, 我没申请过。



Rattling Off

倒背如流

面面俱到

## Mom's Here?

One night Jean went shopping in her husband's car. When she came back she found it wrapped by dust and so she made a cleaning. Finally she walked to the room and shouted, "The woman who loves you the most in the world just cleaned your headlights and windshield."

Her husband raised his head for a look, and said, "Mom's here?"

### 妈妈来了吗?

一天晚上简开着丈夫的车去购物,回来后她发现车身沾满灰尘,于是擦洗了一下。最后她走进屋里,大声喊道:“这个世界上最爱你的女人刚刚为你擦干净了你的车前灯和挡风玻璃。”

丈夫抬头看了看,说:“妈妈来了吗?”



## ★ 家庭情况 ★

## 2

## Family Information



## Words and Phrases

## 闪亮词语

点滴积累

family [ˈfæmili] 家庭

family tree 家谱

home [həʊm] 家园

original family home 祖籍

family members 家属

kinsfolk [ˈkɪnzfəʊk] 亲属

relative [ˈrelatɪv] 亲眷, 亲戚

seniority in the family 辈分

parents [ˈpeərənts] 父母

the head of a family 家长

father [ˈfɑːðə] 父亲

mother [ˈmʌðə] 母亲

husband [ˈhʌzbənd] 丈夫

wife and children 妻儿

elder brother 哥哥

younger brother and sister 弟弟妹妹

brother [ˈbrʌðə] 兄弟

twins [twɪnz] 孪生子

child [tʃaɪld] 孩子

daughter [ˈdɔːtə] 女儿

single [ˈsɪŋɡl] 单身的, 未婚的



## Useful Sentences

## 七彩精句

连点成线

## ● Family Members 家庭成员

1. *Who are the members of your family?* 你家都有谁?
2. *Our family consists of my father, my mother, an elder brother and me.* 家里有爸爸、妈妈、哥哥, 还有我。
3. *Do you have any brothers and sisters?* 你有兄弟姐妹吗?
4. *No. I am the only son in my family.* 没有, 我是家里的独生子。
5. *Are you the oldest child in your family?* 你是

家里最大的孩子吗?

6. *Yes. And I have a younger brother.* 是的。我还有一个弟弟。
7. *I've married for two years and we have a son.* 我结婚两年了, 目前有一个儿子。
8. *I don't have anyone else in my family. I am a single child.* 我家没有别的人, 我独身。
9. *I was born in a medium-sized family. There are five of us including me.* 我生于一个中等大小的家庭。算我在内一共有5口人。

## ● Member Introduction 成员介绍

1. *My father works in a company. He is a sales manager. My mother is a teacher, who works*

*in an elementary school.* 我父亲在一家公司上班, 是销售经理。我母亲是老师, 在一所

小学工作。

2. *My father works in a hospital, he is a doctor, and my mother is a housewife.* 我爸爸在医院工作,他是个医生。我妈妈是家庭主妇。
3. *Both of my parents are retired.* 我父母都退休了。
4. *My wife is a teacher.* 我太太是一位教师。
5. *My husband works for government.* 我先生是公务员。
6. *My mother is a housewife. My father supports the family.* 我母亲是个家庭主妇。由我父

亲维持全家人的生计。

7. *What kind of occupations does your father do?* 你父亲是做什么的?
8. *My father is a retired worker.* 我父亲是一名退休工人。
9. *Does your mother have a job?* 你母亲有工作吗?
10. *No, she doesn't.* 不,她没有工作。
11. *What religion do you have?* 你信奉什么宗教?
12. *I believe in Christianity.* 我信奉基督教。



Fashion Conversation

鲜活会话

由线到面

## Conversation 1

- A: Are you married?
- B: Yes, I've just married.
- A: How long have you been married?
- B: I have been married for three years.
- A: How many people are there in your family?
- B: There are three people in my family.
- A: Who are the members of your family?
- B: My husband, my daughter and I.
- A: What kind of work does your husband do?
- B: He is a chemical engineer.

- A: 你结婚了吗?
- B: 是的,我已经结婚了。
- A: 你结婚多久了?
- B: 我结婚已经3年了。
- A: 你家有几口人?
- B: 我家有3口人。
- A: 你家里有哪些成员?
- B: 我丈夫、我女儿和我。
- A: 你丈夫是做什么工作的?
- B: 他是一名化学工程师。

## Conversation 2

- A: Mr. Sun, would you mind if I ask you some questions, which may sound impolite?
- B: Ah, never mind, please.
- A: Are you married?
- B: No, I am still single.
- A: Can you tell me something about your family?

- A: 孙先生,我可以问你几个听起来可能不是很有礼貌的问题吗?
- B: 啊,没关系,请问吧。
- A: 你结婚了吗?
- B: 没有,我还是单身。
- A: 那你能告诉我你家里的一些情况吗?

B: Ok. There are four persons in my family, my parents, my elder sister and me.

B: 好的,我家有4口人,我父母、我姐姐和我。

### Conversation 3

A: How many people are there in your family?

A: 你家有几口人?

B: Five. Besides my parents and me, there are my brother and sister.

B: 5口。除了我的父母和我,还有我的哥哥和妹妹。

A: That's a big family. How old is your sister?

A: 确实是个大家庭,你妹妹多大了?

B: Eighteen.

B: 18岁了。

A: What about your brother?

A: 你哥哥呢?

B: He's not quite twenty-five.

B: 他不满25岁。

A: Do you miss your family?

A: 你想念家人吗?

B: Yes.

B: 想。

A: Do you often go home?

A: 你经常回家吗?

B: No. But I often write to them.

B: 不,但我经常给他们写信。

A: How often do you write to them?

A: 你多长时间给他们写一次信?

B: Once a month.

B: 每月一次。

### Conversation 4

A: How many persons are there in your family?

A: 您家有几口人?

B: There are five in all.

B: 共有5口人。

A: Who supports your family?

A: 谁维持你们家的生计?

B: My father and I.

B: 我父亲和我。

### Conversation 5

A: Would you tell me something about your family?

A: 能告诉我一些关于您家的事情吗?

B: There are five members in my family, my parents, a younger brother, a younger sister and myself. My father works in a bank and my mother is a teacher. Both my brother and sister are studying.

B: 我家共有5口人,包括我的父母、我、一个弟弟及一个妹妹。我父亲在银行工作,母亲是一名教师,妹妹和弟弟还在上学。

### Conversation 6

A: Would you tell me something about your

A: 能跟我说说你的家庭吗?

family?

B: There are six members in my family.

A: Do you have any brothers or sisters?

B: Yes, I have two younger sisters and one elder brother. My brother got married and my sisters are still studying in secondary school.

A: Do you support your family?

B: No, my father does.

A: Are you married?

B: Yes, I am married.

A: Do you have any children?

B: No, we don't have any children.

A: Do you live with your family?

B: Yes, I live with my parents. But I will rent a flat soon.

B: 我家共有 6 口人。

A: 你有兄弟姐妹吗?

B: 有, 我有两个妹妹和一个哥哥。我哥哥已经结婚了, 而我妹妹们仍在读中学。

A: 你需要负担家庭开支吗?

B: 不需要, 是我父亲负担。

A: 你是否已婚?

B: 是, 我已经结婚了。

A: 你有小孩吗?

B: 没有。

A: 你和家人同住吗?

B: 是的, 我和父母同住。但是不久以后我会租房住的。

## Conversation 7

A: Where is your family from?

B: We're from Tong zhou.

A: How many people are there in your family?

B: There are four of us including me.

A: Do you spend much time talking with your family?

B: Oh, yes. People say there's a generation gap in the world today, but I don't think there is one at our house. We all work at taking time to talk with each other. Especially at meal-times, we all get together to eat and talk.

A: Your application form says that you have a younger brother. How do you get along with him?

B: We get along very well. He's studying for college entrance exams right now, so he asks me for advice a lot on how he should study

A: 府上哪里?

B: 我们是通州人。

A: 你家有几口人?

B: 包括我有四个人。

A: 你同家人交谈的时间多吗?

B: 哦, 是的。人们说今天这个世界有代沟, 但是我不认为我们家有代沟。我们都努力花时间互相交谈, 尤其是用餐的时候, 大家都聚在一起吃饭、聊天。

A: 你的履历表上说你有一个弟弟, 你和他相处得怎样?

B: 我们相处得很好。他现在正在准备大学入学考试, 所以, 他要我给他很多关于怎么学习一类的建议, 我们常常一起游泳、爬山。



and things like that. We go swimming together a lot, and climbing mountains. Of course, we fight sometimes, but mostly we get along very well.

当然,我们有时候也会有争执,但是大部分时候我们都处得很好。



Rattling Off

倒背如流

面面俱到

## Three Sons

**T**hree proud mothers were discussing their eight-year-old sons.

"I just know my little Joyce is going to be an engineer," said the first. "Whenever I buy him a toy, he tears it apart to see what makes it work."

The second said, "I'm so proud of Freddie, I just know he's going to be a fine lawyer. He argues with the other kids all the time."

"No question about it," said the third mother, "little Harold is destined to be a doctor. Why, he never comes when I call him!"

## 三个儿子

三位骄傲的母亲在一起夸耀她们8岁的儿子。

第一个说：“我认定我的小家伙乔斯林将来会成为一名工程师，每当我买给他一件玩具时，他总要拆开看看里面的结构，弄清工作原理。”

第二个说：“我为我的小儿子弗列德感到自豪，我有充分的理由认定他将来会成为一名优秀的律师。因为他总是同其他小孩争论问题。”

第三个说：“毫无疑问，我的小哈鲁命中注定将来要当一名医生，因为每次我喊他，他总是不过来。”