



英 语 职 业 人

每一句话都能派上用场!

面试英语 情景口语50主题

50 Topics of Spoken English
for Interview

Nick Stirk 著 赵娇 译

抓住关键因素,
避开面试误区,
获取理想职位!



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Introduction

序 言

随着如今的就业市场的竞争日趋激烈，掌握很好的面试技巧就显得很重要。然而，除非你得到面试机会，要不然再好的面试技巧也是白搭。是否能得到面试机会，取决于你的简历。而你的简历是否能被选中，则取决于你的求职信。本书介绍了求职过程中至关重要的这三个方面，以及如何得到理想工作的其他一些关键因素。

本书的主要部分是关于国际大公司求职面试中最经常出现的 25 个问题。从这些问题中读者能看出面试官想要什么样的人选。同时针对如何解答这些问题，读者会得到一些专业建议。

这本书汲取了很多中肯、明智的建议。如果你采纳这些建议，它们不仅能帮助你找到工作，而且会帮助你找到一份心仪的工作。

本书包括以下几个部分：面试前后、面试问题、简历和求职信。面试前后部分简要地介绍了面试中的注意事项、通常的面试种类和程序，以及面试准备。面试问题部分针对不同的面试人群给出常见的相关问题及专家建议和回答示例。简历和求职信按照不同的职业要求分别给出 10 份范例以供参考。

非常感谢我的出版人蔡箐在我写这本书期间给我的鼓励和很多深刻的建议。正因为有了这些引人深思的建议，这本书才有了不断的完善。同时，我要感谢 Dodie Brooks 为本书贡献了大量精彩的稿件以及她对求职面试中面试官和被面试者心理活动的独特见解。此外我还要感谢 Stephanie Noke 关于人力资源管理的认识以及她对本书提出的很多切实可行的更改建议。

Before and After the Interview

面试前后

1. Ten Most Important Things to Do

The ten most important things to do during an interview are as follows:

1. Make a good first impression
2. Show you've done research on the company
3. Sell yourself to the company
4. Avoid sounding self-congratulatory
5. Show loyalty to previous employer or teachers and professors
6. Talk about your strengths
7. Talk about your weaknesses
8. Talk about your career history
9. Dress to impress
10. Project the right image

Let's have a look at each one in turn:

1. Make a good first impression

You never get a second chance to make a good first impression so you need to get it right first time. An interviewer usually hires people he likes and he knows within the first few seconds whether he likes what he sees and hears. So you have to look professional, credible, and courteous. Smile. Shake hands.

2. Show you've done research on the company

Find out as much as you can about the company where you are applying for a job. What goods or services do they provide? How long have they been established? Read articles about it; interview people who work there. Perhaps you can look at the company's website or find some information on the Internet.

1. 十条重要的注意事项

面试过程中十条重要的注意事项如下：

1. 给对方留下很好的第一印象
2. 让对方感觉到你对该公司做过研究和调查
3. 向该公司推销自己
4. 不要显得很自负
5. 表现出对以前的老板、老师或教授的忠诚
6. 说出你的强项
7. 谈及你的弱点
8. 谈论你以前从事的职业
9. 穿着适当
10. 行为举止得体

下面让我们逐个来分析以上十点：

1. 给对方留下很好的第一印象

你不可能有第二个机会去展示你的第一印象，所以你要在第一次就搞定。面试官通常会录取他中意的人选，而且他会在见到被面试者的最初几秒钟之内通过观察被面试者的穿着和谈吐就可以判断是否中意该被面试者。所以你要穿着专业，谦恭有礼，让对方觉得你值得信赖。微笑、握手都是必要的礼节。

2. 让对方感觉到你对该公司做过研究和调查

对你求职的公司了解得越多越好。他们经营什么样的产品或服务？该公司成立多久了？阅读相关的文章并和该公司的员工交谈。也许你可以登陆该公司的网站或者在网上找到有关该公司的信息。

3. Sell yourself to the company

Everything you do during the interview will be noticed. Not only what you say, but how you say it. If you fidget and seem ill at ease, or if you are uncertain of yourself, the interviewer will make a mental note of this. Be confident, give it your all, and most importantly, try to control the interview to your advantage, accentuating the benefits you have to offer.

4. Avoid sounding self-congratulatory

No one likes a braggart. It is fine to be aware of your achievements but a little humility goes a long way. Always seek to praise others more than yourself.

5. Show loyalty to previous employer or teachers and professors

No matter what you privately thought of your previous employer or teachers and professors you need to highlight their good points and show your loyalty to them. Employers know that if you say bad things about your previous employer or teachers and professors then you will probably say bad things about them too.

6. Talk about your strengths

Everyone has strengths but not everyone knows what they are. You need to make certain you know them so that you can explain their relevance to the position you are seeking. If in doubt, ask some close friends or colleagues.

7. Talk about your weaknesses

Everyone has weaknesses too but in a job interview you must select one that is not too bad and also state what you are doing to minimize or eliminate it or how you are turning it into a strength. (What is a weakness in one position may be a strength in another.)

8. Talk about your career history

If you have been employed before then employers want to know where you have been and where you envisage going. You need to have some idea of where your career will eventually take you.

3. 向该公司推销自己

你在面试过程中的一举一动都会被留意。不仅是你说什么，连你的说话方式都会被关注。如果你局促不安，显得不自然或者不自信，面试官心里会留下印象的。所以要充满自信，尽你最大的努力。最重要的是要控制面试的局面，掌握主动，使面试向有利于自己的方向发展。另外，要突出强调一点：你可以给该公司带来收益。

4. 不要显得很自负

没有人喜欢夸夸其谈的人。对自己的成就心中有数就可以，谦虚谨慎方是上策。多称赞别人，少夸奖自己。

5. 表现出对以前的老板、老师或教授的忠诚

不管你私下对你的前任老板、老师或教授有什么看法，在面试的时候，你要多说他们的好话，以表示对他们的忠心。雇主清楚如果你说前任雇主、老师或教授的坏话的话，你将来对他们肯定也会说坏话。

6. 说出你的强项

每个人都有自己的强项，但是并不是每个人都清楚自己的强项是什么。你要对自己的强项了如指掌，这样你就可以向面试官说明你要应聘的职位正是你所擅长的。如果你不太清楚自己的强项是什么，可以问问好朋友或者同事。

7. 谈及你的弱点

每个人也都有弱点，但在面试过程中，你必须选择一个影响不大的弱点来说。同时指出你为了缩小或者克服这个弱点所作的努力，甚至你是如何将这个弱点转化为你的强项。（你在一种职位上存在的弱点可能正是你从事另一种职位的强项）。

8. 谈论你以前从事的职业

如果你以前工作过，那么面试官会问你以前工作的地方以及你想去什么样的工作单位。所以你要清楚自己的职业发展方向。

9. Dress to impress

Dress appropriately for the interview. The aim here is not to be too formal or too informal or even eccentric. If the job is for a foreign company don't wear traditional Chinese dress. It may be suitable for some occasions but not for an interview. A man should wear a suit and tie, if applying for an office job, while a dress or suit would be appropriate for a woman. Choose your clothes, shoes and accessories the previous evening. Wear something comfortable but appropriate and acceptable. Aim to be neat and tidy. Ladies need to take special care in what clothes they wear. If you wear sexy or revealing clothes then you will probably be treated accordingly. So think carefully about the type of clothes you will wear for the interview.

10. Project the right image

Will you fit into the corporate culture? Are you clean, tidy, and hardworking? Can you represent the company at its best? Are you more concerned about what you can do for the company than what the company can do for you?

9. 穿着适当

参加面试时，穿着要适当得体。既不要穿得太正式，也不要太随便，切忌奇装异服。如果应聘的公司是外企，那么你就不要穿传统的中国服装去面试。传统服装在某些场合上穿着可能很适合，但是对求职面试来说不太适当。男士需要穿西服，打领带。女士如果是应聘办公室职位，穿套裙或者西装都可以。面试的前一天晚上选好衣服、鞋和装饰品。穿着要舒适得体，干净整洁。女士要尤其注意着装。如果你穿性感或者暴露的衣服（面试官会觉得你的态度太随意），你就会受到同样随意的对待。所以面试穿着要慎重考虑。

10. 行为举止得体

你能够融入该公司的文化氛围吗？你穿着干净整洁吗？你工作勤奋吗？你能代表公司的最佳形象吗？你更关心可以为公司做什么而不是公司可以为你做什么吗？

2. Types of Interview

It used to be that a single face-to-face interview was enough, but now in today's fast-paced and highly competitive job market, things have radically changed. There are now many different kinds of interviews that a prospective employee might face.

Online or written interview

This basically asks the same sort of questions that you would be asked in a face-to-face interview, you may be given a time limit in which to answer. In that case make sure you answer all the questions.

Email interview

The great advantage of an email interview is that it gives you time to think about your answers. However, one disadvantage is that you may make mistakes. It is a good idea to check your email before you press send. You could even print it out beforehand to further check it.

Telephone interview

An interview by telephone may be conducted because the candidate and interviewer are separated by too far a distance to conveniently meet. The interviewer will have your résumé in front of him. You need to do the same and also have your answers already prepared as well as some questions to ask. You need to make sure that you listen carefully and speak clearly.

Serial interview

Candidates are put through a series of interviews. The initial interview is relatively simple and is intended primarily to screen out unqualified applicants. The first round of questions is geared at determining the technical qualifications and abilities of the candidate. If an applicant makes it through the first interview, he or she is called in for a second, more intense interview.

2. 面试种类

在以前通常来说一次面谈就足够了。但是如今的求职市场节奏快、竞争异常激烈，面试的形式也发生了很大的改变。现在的求职者要面临很多轮面试的考验。

网上面试或者笔试

这种面试中，面试官会问你与面对面的面试同样的问题。你的作答时间可能有限制。这种情况下，你要确保回答完所有的问题。

电子邮件面试

电子邮件面试的一个优点就是它给了应试者一些时间去思考如何作答。然而，缺点是：应试者可能会犯操作错误。所以在发送邮件之前，一定要仔细检查。你甚至可以在邮件发送之前，把它打印出来，以便再次核对。

电话面试

如果应试者与面试官相距甚远，面试就可能采取电话面试的形式。面试官会把你的简历放在面前。你也需要把自己的简历摆在面前，提前准备好如何作答以及要问面试官的问题。一定要全神贯注地听问题，口齿清晰地回答问题。

连续式面试

应试者要经历一系列的面试。最开始的面试相对比较简单，主要是为了排除不合格的求职者。第一轮的问题是为了考察求职者的技术资格水平和能力。如果求职者顺利通过第一轮的面试，他（她）就会被通知进行第二轮更为紧张的面试。

A variety of leading questions will be used to uncover the applicant's personality and ability to be a team player. Serial interviews are quite common for positions of responsibility and authority, especially managerial jobs.

Sequential interview

The candidate undergoes a series of interviews, only this time each interview is conducted by a different interviewer. The purpose is to have many interviewers judge the candidate. The decision to hire will be a group decision based upon the opinion of all those who interviewed the applicant. This method of interview is frequently used for a position that requires the employee to interact with two or more people.

Panel interview

The applicant is interviewed by a panel, rather than one interviewer. The panel will usually consist of those people whom the candidate will be responsible to if he or she gets the job. The panel interview serves the same purpose as the sequential interview, the difference being that all interviewers are present at the same time.

Group interview

In this type of interview two or more candidates are interviewed together by one or more interviewers. This method is employed to compare the applicants face-to-face and in many instances used to see which one will exert a leadership role over the others.

There are also Assessment Centres where a select group of candidates are asked to perform a series of tasks as teams or pairs and then individually.

面试官会提出很多诱导性的问题，来了解求职者的性格特征及团队合作能力。连续面试常常用于应聘职能职位与职权职位，尤其是管理层的职位。

系列式面试

应试者要经过一系列的面试，但是每轮面试由不同的面试官主持。目的是为了让更多面试官来考察同一个应试者。最后是否录用将由所有的面试官共同决定。这种面试方式常用于那些要求职员可以跟两个或更多人打交道的职位。

小组式面试

这种形式的面试中，应试者面对的是一组面试官，而不是一位。这个小组里的面试官一般是这些职位的负责人。小组式面试的目的和系列式面试不谋而合。不同之处在于：小组式面试中，所有的面试官将同时一起主持面试。

集体面试

在这种面试中，一名或多名面试官将一起面试两至三名应试者。这种方法的目的要是对几个应试者同时进行面对面的比较。而且在很多时候，这种方法还可以用来观察哪个应试者更有领导潜质。

同时还设有一个评估中心。他们会选出一组应试者，让这些人完成一系列的任务。可以是一组一组，也可以是一对一对完成一些任务，然后是个人单独完成。

3. Interview Format

The interview basically consists of 5 parts:

1. Greetings and small talk
2. Interviewer asks general questions about you and your experience
3. Interviewer asks more specific questions about how you would handle certain situations
4. You ask questions about the company and job
5. Conclusion

4. Interview Preparation

Interviews usually fall into two categories: formal and informal. Conversations with friends or similar spontaneous dialogues in which there is direct questioning are examples of informal interviews. A formal interview, on the other hand, is a scheduled event. You may be interviewed when you apply for a job or for admission to university. Good speaking and listening skills are needed when you are the person being interviewed.

4.1 Preparing for a job interview

When you go for a job interview, you will have two main objectives. First, of course, you'll want to make a good impression on your prospective employer. Recent studies have shown that employers quickly size up interviewees within the first few seconds of meeting. Therefore, it is vital to make a good first impression. Remember that **you never get a second chance to make a good first impression**. Second, you'll want to get information about the job and the organization.

4.2 Planning for a job interview

1. Have an alternative.

The essence of successful job-hunting is having alternatives.

- Alternative ways of describing what you do.
- Alternative avenues of job-hunting.