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编著 盛小利

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# 面试英语 应急一本通

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# 前言

可以很自信地说，这不是一套普通的职场口语书，它的特别之处在哪儿呢？首先得从它清晰、准确的定位说起。“职场应急口语系列”主要为初入职场和即将走入职场的新人打造，通过调研统计，职场白领最常遇到的五种语言交流受阻情况分别为：面试、电话、出国、旅游、接待。而应对面试，有经验者和无经验者有着很大的差别。所以，我们的“职场应急口语系列”主要包括以下六本：《面试英语应急一本通（在职版）》、《面试英语应急一本通（学生版）》、《电话英语应急一本通》、《出国英语应急一本通》、《旅游英语应急一本通》、《接待英语应急一本通》。本系列的主要特色有：

1. 主打职场语言应急五大主题，实实在在切合读者迫切所需；

2. 每本都力争从内容上创新。如：《出国英语应急一本通》重点设置当下非常火热的外派出国和海外求学；

3. 在配套设置上，真正实现一本全通，力求人性化。如：两本《面试英语应急一本通》不仅有面试口语，还包括面试之前的求职信、简历，以及面试之后的感谢信等等。

其中，《面试英语应急一本通（在职版）》主要为有经验求职者打造，全书以成功面试的完整流程贯穿，从招聘会和求职信的“投石问路”，到面试过程中如何应对三大面试难题，即面试官常问的问题、求职者犯难的问题、求职者主动提出的问题，从而实现完美闯关，再到面试后的追踪和努力。步步为“赢”、逐一击破，全程指导。

另外本书还包括以下特色栏目：

1. 高频情景对话：精选面试中最常遇到的情景设置主题，环环相扣；

2. 快记一分钟：提炼对话的精华框架，方便读者一分钟快记速学；

3. 巧问妙答：独特视角，让求职者了解面试官提问角度的同时，给出多面的回答角度。让读者灵活应对面试难题；

4. 面试官这样说 / 面试成功者这样说：从细节上给出实战面试官的意见和面试成功者的经验之谈。

我们真切希望此书能够陪伴读者走向面试成功。由于编者能力有限，难免有不足之处，敬请批评指正。

编者

2009年4月30日

# Preface

# 如何使用本书

## 情景图:

与主题切合, 图文并茂

## 高频情景对话:

地道表达、流畅翻译, 中英文左右对照, 体验全方位的实战情景案例

## 快记一分钟:

精华对话框架提炼, 一分钟全掌握

情景图

### 教育背景 Education Background



情景图  
Li Bin's introducing his education background.

Q: Please tell something about yourself or introduce yourself.

A: It's really a great honor to have this opportunity to introduce myself. I'm Li Bin, I graduated from Zhengzhou University, majoring in Business Management. In the junior year, I took a double major in English. I was really energetic and hard-working. After graduation, I worked as a manager assistant in a small company. I did an excellent job there, but I want to get a more challenging job, so I resigned and came to Beijing.

Q: Since you chose a double major, you must learn more subjects than others?

A: Yes, I think so. Other than such basic subjects as Management, Micro-and Macro-economics, Statistics, I had to take many English-related subjects, for example, English listening, speaking classes, Linguistics and American Culture.

Q: Did you undertake any positions at college?

A: Yes, I had been the president of the Student Union for two years, and had learned a lot during that time.

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情景图

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Q: Did you undertake any positions at college?

A: Yes, I had been the president of the Student Union for two years, and had learned a lot during that time.

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### 快记一分钟

Q: Please tell something about yourself or introduce yourself.

A: It's really a great honor to have this opportunity to introduce myself. I'm ...

I graduated from ... majoring in ...

Q: Since you chose a double major, you must learn more subjects than others?

A: Yes, I think so. Other than ... I had to ...

Q: Did you undertake any positions at college?

A: Yes, I had been the ... and learned ...

情景图  
李斌向面试官介绍教育背景。

Q: 面试官询问您或者自我介绍一下好吗?  
A: 很高兴能有机会向您介绍自己。我毕业于郑州大学, 专业是工商管理专业。大三的时候, 我还选修了英语双学位。我上课的时候非常努力, 很勤奋, 做了一些小课题助理助理, 并且工作非常认真负责, 还获得了优秀助理的称号, 所以我就辞职来北京了。

Q: 既然您选了双学位, 您肯定比其他同学学得多多了?

A: 是的, 除了管理学、微经济和统计学, 还选修了英语双学位之外, 我还选修了许多与英语相关的课程, 比如美国文化、语法和阅读等等。

Q: 入大学期间您担任过什么职位?

A: 是的, 我担任过学生会主席, 在任职期间学到了很多。

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## 巧问妙答:

解读面试官提问的多个角度, 甄选求职者应答的常用妙语

## 面试官这样说:

从面试官的角度给出细节的、权威的建议和指导

## 面试成功者这样说:

从求职者的角度给出细节的、实战的技巧和经验

### 巧问妙答

关于院校专业

- Q
1. Could you tell me something about your education background? (求职者问) 能告诉我你的教育背景吗?
  2. How do you know about your education background? (求职者问) 你们是怎么了解教育背景的?
  3. Is your major related to this position? (求职者问) 你们的专业跟这个职位有联系吗?

### A

1. I graduated from Tsinghua University. (求职者回答) 我是清华大学毕业的。
2. I got a master degree after graduation. (求职者回答) 我毕业后获得了硕士学位。
3. My major is Chemistry. (求职者回答) 我的专业是化学。

### 面试官这样问

面试官问你的教育背景时, 可以就自己的教育经历或所学专业, 或是自己的学历进行回答。

★ I was a paper on Electronics that was published at college.  
★ I was a member of the student union of my university.  
★ After I enter middle school, I was in some competitive field.  
★ I am a graduate of a very famous university.

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## 问

关于在校表现

- Q
1. How's your academic performance at college? (求职者问) 你在大学学习过哪些课程?
  2. Do you think you were a good student at school? (求职者问) 你认为你在学校是个好学生吗?
  3. How did your teachers think of you at school? (求职者问) 你的老师们怎么评价你的在校表现呢?

### A

1. I did an excellent job at college and my scores were always outstanding. (求职者回答) 我在大学期间表现很出色, 考试成绩也很优秀。
2. I got an A scholarship every year during college. (求职者回答) 我在大学期间每年都获得奖学金。
3. I was always the top student in my class and I had been the monitor for three years. (求职者回答) 我总是班里的第一名, 而且当了三年班委。

### 面试官这样问

面试官经常会问你的表现, 最好能回答: “I like every subject.” 在回答时最好能加上大学期间所获成绩, 这样更能让面试官知道你的优秀表现。

★ I got a scholarship. (我是奖学金获得者。)  
★ I was the monitor of my class. (我是班级的班委。)  
★ I am very interested in learning. (我对于学习很感兴趣。)

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### 巧问妙答

关于院校专业

- Q
1. Could you tell me something about your education background? (求职者问) 能告诉我你的教育背景吗?
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3. My major is Chemistry. (求职者回答) 我的专业是化学。

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面试官问你的教育背景时, 可以就自己的教育经历或所学专业, 或是自己的学历进行回答。

★ I was a paper on Electronics that was published at college.  
★ I was a member of the student union of my university.  
★ After I enter middle school, I was in some competitive field.  
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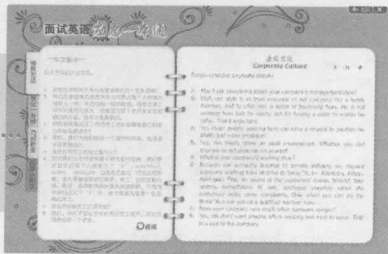
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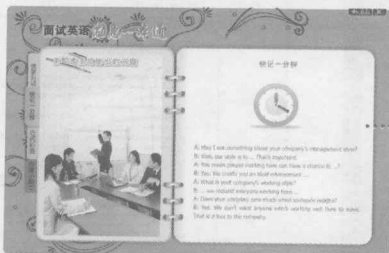


开始面试吧！第一时间  
○ 将您带入面试实景，选择您  
想要进入的主题。

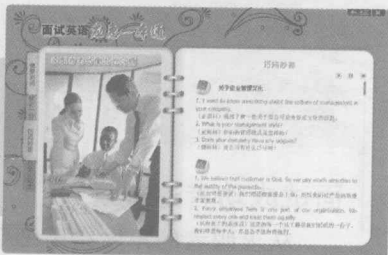
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英文随心切换，生动的画面  
○ 让情景更真实、更立体。



一分钟快速记忆对话精  
○ 华框架，更方便、更快捷。



面试双方角色自由切换，  
听、说全方位互动，易学好  
用。



最后，“应急小贴士”为  
○ 您提供具体、生动的面试小技  
巧、小知识，不可或缺哦！



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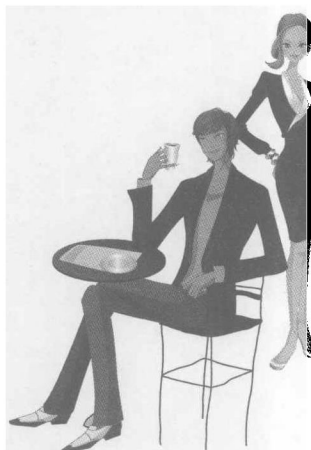
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# Part 1

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- 成功面试第一步：投石问路  
The First Step: Preparations  
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  - 成功面试第二步：完美闯关  
The Second Step: Perfect  
Performance
  - 成功面试第三步：面试之后  
The Third Step: After the  
Interview
- 



# 成功面试 第一步

## 投石问路

### The First Step: Preparations before Interview



■ 招聘会上

At the Job Fairs

■ 电话咨询

Telephone Counseling

■ 求职信

Applications



# 成功面试第一步

## 招聘会上

### *At the Job Fairs*

- 初次会面时，可以简单大方地问好：

Hello. 你好。

Good morning / Good afternoon, Sir / Madam. 早上好/下午好，先生/女士。

Nice to meet you. 很高兴见到您。

It's my great honor to meet you. 认识您是我的荣幸。

It is a pleasure to meet you. 很高兴认识您。

- 说明来意：

I want to apply for the Accountant position in your company. Here is my resume. 我想应聘贵公司的会计职位。这是我的简历。

I saw a vacancy for an engineer in your company. Has the vacancy been filled? 我看到贵公司招聘一名工程师，这个职位还空着吗？

I'm looking for a job. Is it possible to find one here? 我想找份工作，这儿有适合我的吗？

I'm looking for a part-time job. Is there a vacancy? 我想做兼职工作，这儿有空缺吗？

I'm told that there are job vacancies here. 别人告诉我贵单位在招聘。

In response to your advertisement, I tender my services for the situation. 我是看了你们招聘销售员的广告来应聘的。

- 面试官提问联系方式：

We'll send you an e-mail then, if you're hired. 我们如果决定雇佣你，就会给你发电邮。