

总主编 董洪学



六册雪

曹彦 张萍 编著

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悦 曹彦,张萍 圆田蒙

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前言

本书针对人们学英语普遍遇到的实际问题,用最新的教学理念,以实用性和综合性为原则,采取按交际功能分类的方式进行综合训练,旨在最有效地提高英语口语训练的效果。本书的编写按实际目的和交际功能分章节,易于学习者开口,使英语口语学习成为一种比较实用、自然的生活过程。书中融合语法、句型和多种语言交际功能和技能。

课文所选对话的口语表达方式、句型、词汇都取自于现代白领阶层的工作、生活、学习、交际的实际,语言地道,实用性强。为了使学习更易于理解和掌握所学内容,将所学内容能举一反三、触类旁通,在每节课后又辅以“今日词典”“洋腔洋调”“相关链接”“越写越顺”和“文化视角”等相关内容。使学习者在学英语口语的同时,又学到了实用型的写作知识,并了解到西方人的工作方法、生活习俗、交际方式等人文知识。

读者对象为出国人员、外企职员、外事工作人员、大专院校学生、英语口语培训班学员和其他英语学习者。





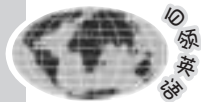
Lesson 1

我是来应聘的 I've come for an interview.

1. I've come for an interview.
我是来应聘的。
2. I'm looking for a position in your company.
我想在贵公司求一份工作。
3. Do you have any vacancy now?
你们这里现在有空缺吗?

To make the interviewer understand your experience, ability, achievements and wish is a main point when you are applying for a job. You need to show your good qualities and elegant demeanor, so as to gain a good impression.

求职应聘首先要让聘用你的一方了解你的经验、能力、成果、愿望等等。要尽可能地向对方表现你的长处,展示你的风采,以便获得一个好印象。



珍妮对一家公司营业部经理的职位很感兴趣,于是她和负责招聘工作的赛德先生在电话里交谈起来。

Dialogue 1

- Jane:** Hello, may I speak to Mr. Sed?
- Secretary:** Hold on a minute, please.
- Sed:** Hello. This is Sed speaking. What can I do for you?
- Jane:** Hello, Mr. Sed. This is Jane. I'm looking for a position in your company.
- Sed:** What do you want to do?
- Jane:** I'm interested in the post of sales manager you advertised in yesterday's newspaper.
- Sed:** Oh, are you familiar with that sort of work?
- Jane:** Yes, I was once an assistant of the sales manager in P & G and I've got lots of experience about this position.
- Sed:** I see. What salary do you expect per month?
- Jane:** Well, I think at least \$ 2500 per month.
- Sed:** Ok, will you please come to our firm in person tomorrow?
- Jane:** Yes, I'd like to see you tomorrow.
- Sed:** See you.

- 简: 喂,我找赛德先生接电话。
- 秘书: 请等一下。
- 赛德: 喂,我是赛德,您有什么事吗?
- 简: 你好,赛德先生,我是珍妮。我想在贵公司求一份工作。
- 赛德: 你想做什么工作?
- 简: 你们在昨天报纸发广告,招聘营业部经理,我对这个职位很感兴趣。
- 赛德: 噢,你熟悉这项工作吗?
- 简: 是的,我曾经做过宝洁公司的营销部经理助理,获得了许多经验。
- 赛德: 嗯,你希望月薪多少?
- 珍妮: 至少 2500 美元。

赛德: 好的,你明天亲自来我们公司一趟好吗?
 珍妮: 我非常愿意。明天见。
 赛德: 明天见。

林娣小姐前来面试,负责面试的里奇先生向林小姐提出了许多问题,林小姐是怎样回答的呢?

Dialogue 2

Miss Lin: Good morning, Mr. Ridge. I've come for an interview. My name is Lin Di.

Ridge: Please sit down, Miss Lin. Nice having you. Well, I think you probably have a fair idea about what sort of job you've applied for.

Miss Lin: Yes, I do. It was clearly explained in the advertisement for applications.

Ridge: I see from your letter of application that you've had quite a lot of experience as a secretary already.

Miss Lin: You are right. I have worked with my last company for over six years.

Ridge: Tell me, why did you leave?

Miss Lin: Actually I didn't leave. The company closed down.

Ridge: Closed down?

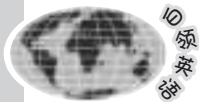
Miss Lin: Yes, it went bankrupt two years ago. So I was out of a job.

Ridge: I see. And have you been doing anything since then?

Miss Lin: I had a couple of temporary jobs, but what I really need is something permanent.

Ridge: Good. Now, perhaps you would tell me what sort of qualities you'd look for in your secretary if you were in my shoes.

Miss Lin: Well, to begin with, I'd say she needs to be pretty hardworking. Moreover, the secretary of an export manager has to be able to



do a lot of things on her own initiative.

Ridge: Excellent. By the way, do you like traveling? You know from time to time, you'd probably have to come along with me to conferences and business negotiations both in China and abroad.

Miss Lin: I'd like that very much. No problem.

Ridge: Now, I see from the report the personnel department sent me that you did reasonably well in the shorthand and typing test. I suppose you'd be able to handle report writing, summaries, keeping minutes at meetings and so on.

Miss Lin: Yes, I'm quite efficient at such work, and I seem to have a better memory than the average.

Ridge: That sounds fine. One more question, how do you feel about sharing an office room with your boss? We're a bit short of space here as you can see.

Miss Lin: From the secretary's point of view, I think it's much better—there's not much chance of her superior forgetting to let her know about important matters.

Ridge: Yes, I'd rather agree. Well, thank you very much, Miss. Lin, I'll let you know the result of the interview no later than next Friday.

Miss Lin: Thank you, Mr. Ridge. I do hope that the answer will be favorable. Good-bye.

林小姐：早上好，里奇先生。我来参加面试。我的名字是林娣。

里奇：请坐，林小姐。你能来真是太好了。那好，我想你对自己所申请的工作性质大概是很清楚的吧。

林小姐：对，是这样。招聘广告说得很清楚。

里奇：我从你的求职信上得知你对做秘书工作很有经验。

林小姐：您说得很对。我在最后那家公司工作了6年多。

里奇：那么，我想知道你为什么辞职？

林小姐：事实上我并没辞职。公司倒闭了。

里奇：倒闭了？

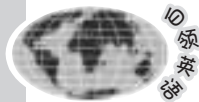
林小姐：是的，公司是两年前破产的。所以我就失业了。

- 里奇: 明白了。公司倒闭后你一直在做什么?
- 林小姐: 我干过两三个临时性的工作,可我真正需要的是长久的工作。
- 里奇: 很好。那么,也许你可以告诉我,假如你处在我的位置上,你希望你的秘书具备什么素质?
- 林小姐: 好的。首先,我认为她应该相当努力地工作。此外,出口部经理的秘书还得积极主动地处理大量的事情。
- 里奇: 好极了。顺便问一下,你喜欢旅行吗?你知道,有时候你得随我参加在中国和外国举行的会议和商业谈判。
- 林小姐: 我很愿意。没问题。
- 里奇: 那好,我从人事部送过来的报告中得知,你在速记和打字考核中表现出色。我想你还能写报告、写总结、做会谈纪要等等。
- 林小姐: 对,我一定能胜任这项工作,而且我的记忆力似乎也比一般人要好。
- 里奇: 听起来很好。还有一个问题,同你的老板共用一间办公室,你有何想法?你也看到了,我们这儿空间小了一点。
- 林小姐: 从秘书的角度看,我认为这样好得多——因为这样秘书的上司不大可能会忘记向她交待重要的事务。
- 里奇: 对,我很赞成。好了,非常感谢你,林小姐。最迟不超过下星期五,我就会让你知道面试结果的。
- 林小姐: 谢谢您,里奇先生。真希望你们的答复对我有利。再见。

王静雪应约前来面试,怀特先生就王小姐以前的经历提出了几个问题。怀特对她的印象如何呢?

Dialogue 3

- Miss Wang:** Good morning, Sir. I'm Wang Jingxue.
- John:** Sit down, please, Miss Wang. I'm John White.
- Miss Wang:** How do you do?
- John:** When you came did you happen to notice all the building work going on?
- Miss Wang:** Yes, I did.
- John:** Well, that's the new office extension for testing product quality.



It'll be ready for use within this month, so that's where you'd be working.

Miss Wang: Yes, I did read about it in the prospectus you sent me about the section.

John: Now, I'd like to ask you some questions about your previous experience, if that's all right.

Miss Wang: Go right ahead.

John: Have you had any jobs before?

Miss Wang: Yes, I became a weaver in a textile mill when I was 18, right after my graduation from a local senior high school. I worked very hard and concentrated my attention on reducing product cost and solving technical problems like broken ends.

John: What did all your efforts turn out to be?

Miss Wang: Successful. So three years ago I was sent by the mill to a textile university in North China for further study.

John: What was your specialty?

Miss Wang: Dress designing. I studied there for two years. I got straight A's in all of the compulsory courses and easily passed such selective courses as Business Administration, Computer and Public Relations.

John: What did you do then?

Miss Wang: I returned to the mill in the hope of developing my abilities. But soon I found it on the verge of bankruptcy due to a weak management.

John: Did you ever make any suggestions to your management?

Miss Wang: Yes, I did. But nobody listened. The mill closed down at the beginning of this year, and I became a laid-off employee like everybody else.

John: It wasn't the only job you had, was it?

Miss Wang: No, I got a job in an international chain store later, only to earn some money to see me through difficulty. I was in the clothes section. The job, I must say, was not at all challenging, though it was sometimes enjoyable meeting various personalities.

- John:** OK. Miss Wang, as you know, everybody likes to criticize. What do people criticize about you?
- Miss Wang:** Well, some people have complained to me that I often expect them to perform beyond their abilities. To some others, I also have another weak point. I like to see a job done quickly, and I'm critical if it isn't.
- John:** Another question, Miss Wang. You see, in our company English is the working language. From this talk, I know your spoken English is good enough for you to communicate with your foreign colleagues. Can you write good English as well?
- Miss Wang:** I'm sure I can. I started to learn English at the age of ten, and I've never stopped my English study ever since. In fact, English was also one of the university compulsory courses I studied. By the way, I have the habit of keeping a diary, half in Chinese, half in English.
- John:** Oh? It must be a lot of fun. What's your salary expectation here?
- Miss Wang:** Why don't we discuss it after you decide if I'm fit for the position?
- John:** Good. Miss Wang, if we decide to hire you, we'll notify you by telephone. Thanks for coming.
- Miss Wang:** Thank you very much for giving me your time. I'll be expecting your call. Good-bye.

王静雪: 早上好,先生。我是王静雪。

怀特: 请坐,王小姐。我是约翰·怀特。

王静雪: 您好。

怀特: 来这儿的路上,你是不是刚好看到正在进行的建筑施工?

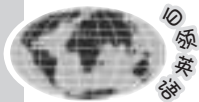
王静雪: 对,我正好看到了。

怀特: 啊,那是新扩建的检验产品质量的办公地点。本月内就可完工使用,所以那就是你今后办公的地方。

王静雪: 是的,我在你们寄给我的质检科规划书中读到过。

怀特: 好吧,如果可以的话,我想就你以前的经历提几个问题,可以吗?

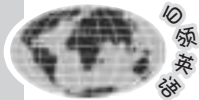
王静雪: 您请问。



- 怀特：你以前干过别的工作吗？
- 王静雪：是的，18岁时我成了一家纺织厂的纺织工，那时我刚从本地一所高中毕业。我工作十分努力，而且潜心钻研降低成本和解决断头之类的技术难题。
- 怀特：你的这番努力结果如何呢？
- 王静雪：很成功，因而三年前我被工厂送到华北的一所纺织大学去深造。
- 怀特：你学什么专业？
- 王静雪：服装设计。我在那儿学了两年。我所有的必修课成绩都是优秀，而且很轻松地通过了像企业管理、电脑和公共关系这样的选修课。
- 怀特：那以后你干过什么？
- 王静雪：我回到工厂，希望能发挥所长。但没多久，我就发现，由于管理不善，工厂已处在破产的边缘。
- 怀特：你曾给管理部门提过意见吗？
- 王静雪：是的，我提过，可是没人听。工厂在今年年初倒闭，而我和其他所有的人一样成了待业人员。
- 怀特：那不是你干过的惟一一份工作，是吧？
- 王静雪：是的。后来我在一家国际连锁店找了份工作，只是想挣点钱，好让我度过难关。我在服装部。我得说那份工作根本没有挑战性，尽管说有时候我也喜欢接触各种类型的人。
- 怀特：好。王小姐，你也知道每个人都喜欢吹毛求疵。大家对你的批评是什么呢？
- 王静雪：哦，有些人向我抱怨过，说我常常对他们在能力方面期望过高。对另外一部分人，我还有一个缺点，我喜欢看到工作能够迅速完成，不然的话，我就会变得苛刻起来。
- 怀特：王小姐，我还有一个问题。你明白，在我们公司，英语是工作语言。从谈话来看，我清楚你的口语很好，足以使你同外国同事交流，你的书面英语也一样好吗？
- 王静雪：我肯定能行。我10岁就开始学英语了，而且此后我从未间断学习英语。实际上，英语也是我大学时的一门必修课。顺便提一下，我有日记的习惯，一半用汉语写，一半用英语写。
- 怀特：噢？那一定很有趣吧。你希望在此拿多少工资？
- 王静雪：是不是等你确定我是合适人选后，我们再来讨论这个问题呢？
- 怀特：好。王小姐。如果我们决定雇用你，我们就会通过电话与你联系。感谢你来。
- 王静雪：非常感谢您抽出时间给我面试。我等你们的电话。再见。

今日词典

| | | |
|----------------|-----------------------|-------------------|
| position | [pə'ziʃən] 焯援 | 职位, 职务 |
| company | ['kʌmpəni] 焯援 | 公司, 商号 |
| advertise | ['ædvətaɪz] 焯援 | 登广告, 做广告 |
| familiar | [fə'miliə] 焯援 | 熟悉的 |
| assistant | [ə'sistənt] 焯援 | 助手, 助理 |
| experience | [iks'piəriəns] 焯援 | 经验, 经历, 阅历 |
| salary | ['sæləri] 焯援 | 薪水 |
| firm | [fə:m] 焯援 | 商号, 商行 |
| interview | ['intəvju:] 焯援 | 对申请工作者的口头审查、接见、会谈 |
| probably | ['prɒbəbli] 焯援 | 很可能, 大概, 或许 |
| apply | [ə'plai] 焯援 | 提出申请(或要求等) |
| application | [æpli'keiʃən] 焯援 | 请求, 申请, 申请表 |
| actually | ['æktʃuəli] 焯援 | 实际上, 竟然 |
| bankrupt | ['bæŋkrʌpt] 焯援 | 破产的, 无力还债的 |
| temporary | ['tempərəri] 焯援 | 暂时的, 临时的 |
| initiative | [i'niʃiətiv] 焯援 | 主动, 积极性 |
| permanent | ['pɜ:mənənt] 焯援 | 永久的, 持久的 |
| conference | ['kɒnfərəns] 焯援 | 正式的会议, 讲座会, 协商会 |
| negotiation | [ni:ɡəʊ'ʃi:ʃən] 焯援 | 谈判, 协商 |
| personnel | [ˌpɜ:sə'nel] 焯援 | 人事(部门) |
| shorthand | ['ʃɔ:thænd] 焯援 | 速记 |
| summary | ['sʌməri] 焯援 | 摘要, 概要, 一览 |
| minutes | ['minits] (复) 焯援 | 会议记录 |
| efficient | [i'fiʃənt] 焯援 | 有能力的, 胜任的 |
| average | ['ævərɪdʒ] 焯援 | 一般水平, 平均标准 |
| superior | [sju:'piəriə] 焯援 | 上级, 上司 |
| favorable | ['feɪvərəbl] 焯援 | 有利的, 顺利的 |
| extension | [iks'tenʃən] 焯援 | 伸展, 扩大 |
| prospectus | [prəs'pektʌs] 焯援 | 计划书, 说明书 |
| compulsory | [kəm'pʌlsəri] 焯援 | 强迫的, 强制的 |
| administration | [əd,mɪnɪs'treɪʃən] 焯援 | 管理, 经营 |
| verge | [vɜ:dʒ] 焯援 | 边缘 |
| colleague | ['kɒli:g] 焯援 | 同事, 同僚 |



洋腔洋调

1. I'm looking for a position in your company. 我想在贵公司求一份工作
look for a position 求职
2. Will you please come to our firm in person tomorrow?
你明天亲自来我们公司一趟,好吗?
in person 意为亲自(出现),还可用 oneself, personally。如:
I can't attend the meeting in person. 我不能亲自出席会议。
3. Nice having you. 你能来真是太好了。
4. The company closed down. 公司倒闭了。
close down 常指关店、歇业,也可指电台停播。
5. It went bankrupt 2 years ago, so I was out of a job.
公司是两年前破产的,所以我就失业了。
go bankrupt 为破产,失业,常用 out of a job,但用 work 时为 out of work。
6. Now, perhaps you would tell me what sort of qualities you'd look for in your secretary if you were in my shoes.
那么,也许你可以告诉我,假如你处在我的位置上,你希望你的秘书具备什么素质?
在 if you were in my shoes 中, in someone's shoes 意为处于某人的地位,居于某人的处境。
7. Well, to begin with, I'd say she needs to be pretty hardworking.
首先,我得说她应该相当努力地工作。
to begin with 为首先、第一点,常用来陈述一些事实,并经常和 besides 连用,如:
We can't go. To begin with, it's too cold. Besides, we've no money.
我们不能去,第一,太冷了。此外,我们没有钱。
8. Moreover, the secretary of an export manager has to be able to do a lot of things on her own initiative.
此外,出口部经理的秘书还得积极主动地处理大量的事情。
on one's own initiative 意为主动自发、不求助于外力。
9. I worked very hard and concentrated my attention on reducing product cost...
我工作十分努力,而且潜心钻研降低成本……

句中的 concentrate one's attention on (upon) 意为将某人的注意力集中在……方面。

10. Why don't we discuss it after you decide if I'm fit for the position?

是不是等你确定我是合适人选后,我们再来讨论这个问题呢?

be fit for ... 适合……、合乎……,如:be fit for the standard 合乎标准。

11. Thank you for your kind consideration of my application.

谢谢您考虑我的申请。

这是一个常用的句型,来表示感谢受聘之意。

12. I would like to meet you at your earlier convenience.

希望能尽早得到面试机会。

13. Have you brought your resume and your certificates with you?

你的履历表和证书带了吗?

14. I have a good command of western accounting; I've been looking for a job in a foreign company.

我熟悉西方会计,我一直想找一份在外资企业的工作。

相关链接

1. I'm looking for a part-time job.

我想找一份兼职工作。

2. What type of work are you interested in?

你对什么样的工作感兴趣?

3. I'd like to know if you need a full-time secretary.

你们是否需要全职的秘书?

4. Is there any vacant position in your firm?

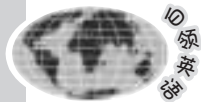
贵公司有空缺的职位吗?

5. Which job would you like to apply for?

你要申请哪一项工作?

6. I think I'm the right person you want, and my education background, qualifications and work experience perfectly match what you are looking for.

我想我是你们所需要的合适人选,我的受教育程度、条件和工作经验非常符合你



们的要求。

7. Anything that particularly appeals to you?

你有什么特别感兴趣的工作吗?

8. What is your anticipated salary?

你期望的月薪是多少?

9. What kind of work do you prefer to do?

你想找什么样的工作?

10. Why do you choose our company?

你为什么会选择我们的公司?

11. I have seen your advertisement for the post of PR manager in yesterday's *Liaoning Daily*, and would like to be considered for it.

看到贵公司在昨日《辽宁日报》上刊登的招聘公关经理的广告,希望考虑我的申请。

see one's advertisement 在应聘中,应先提及求职信息的来源,是看报纸,还是从人才市场上获得的信息。

12. I'm keen to extend my range and I am looking for a more rewarding and challenging post.

我渴望能拓展我的发展空间,寻找一个更有回报和更富有挑战的工作。

求职时应直截了当地说明应聘现职的充足理由,如 extend one's range 或 look for a more rewarding and challenging post。

13. The only reason why I wish to leave my present employer is that I hope to widen my experience and advance myself in my career.

我希望离开现在雇主的原因是我希望能取得更多的工作经验并在事业上有升迁的机会。

求职的有用句型有 widen one's experience, advance oneself in one's career。

14. I wish to apply for a position of communication engineer at your company.

我希望应聘贵公司电讯工程师一职。

apply for a position 求……职位

15. If you could give me a chance, I would spare no efforts in working for your company.

如果有机会与您共事,将不遗余力为贵公司效力。