

PART ONE

上 篇

Functional Expressions

功能表达法

I . Opening and Ending a Conversation 开始及结束会话

1. Greeting Someone 问候

a. Greeting the Interviewer 问候主试人

- ① Good morning! Mr. Evans.
早上好！埃文斯先生。
- ② Good afternoon! Mrs. Smith (Miss Jones/Ms. Carter).
下午好 史密斯夫人(琼斯小姐 / 卡特女士)
- ③ Good morning! Sir (Madam).
早上好！先生（夫人）。
- ④ How do you do?
您好(初次见面时使用)
- ⑤ How do you do, Mr. Crane. Very nice to meet you.
您好，克莱恩先生。很高兴见到您。
- ⑥ How do you do? My name is Wu Qinglian.
你好，我的名字叫吴青莲。
- ⑦ I'm Li Weixin. It's my pleasure to meet you.
我是李伟新。很荣幸见到您。
- ⑧ I'm pleased (happy/delighted) to make your acquaintance.
我很高兴认识您。
- ⑨ Glad to meet you here.
很高兴在此见到您。
- ⑩ I'm glad to have the opportunity to meet you here.
很高兴有机会在此见到您。

b. Greeting the Applicant

问候应试人

- ① Come in! My name is Mike Anderson, the personnel manager. How do you do?
进来！我的名字叫麦克·安德森，人事部经理。你好。
- ② Good afternoon! You are Gao Lan, aren't you?
下午好！你是高兰，是吗？
- ③ Hello, Mr. Shen!
你好，沈先生！
- ④ Nice having you.
你能来真是太好了。
- ⑤ I'm so glad you could come. Would you like to have a cigarette?
很高兴您能来。想抽支烟吗？
- ⑥ Come in and sit down.
进来，坐吧。
- ⑦ Come in! Make yourself at home. Smoke if you like.
进来！随便些。想抽烟就抽吧。
- ⑧ Come in please and have a cup of coffee.
请进，喝杯咖啡吧。
- ⑨ Have a seat please. May I have your name?
请坐。你叫什么名字？
- ⑩ Come in! Name and examination number.
进来！告诉我你的姓名和应试号码。

2. Saying Good-bye

告别

a. Saying Good-bye to the Interviewer

与主试人告别

- ① Thank you. Good-bye!
谢谢您。再见！

- ② Thank you, sir.
谢谢您，先生。
- ③ Thank you very much. Good-bye !
非常感谢。再见！
- ④ Thanks a lot, Madam. It's been really nice to know you. Good-bye!
非常感谢，夫人。认识您真高兴。再会！
- ⑤ It's been really nice knowing you. Good-bye!
认识您真高兴。再会！
- ⑥ I'm sorry to have taken up so much of your time. Good-bye and thank you for all you've done for me.
很抱歉占用您这么长的时间。再见，并且感谢您为我所做的一切。
- ⑦ I look forward to seeing you again soon. Good-bye!
我盼望不久再次见到您。再会！
- ⑧ Thanks for a nice talk. Good-bye!
谢谢 谈话很愉快。再见！
- ⑨ I've enjoyed talking with you, too. I'm grateful for your time.
与您交谈同样让我感到愉快。感谢您花时间与我面谈。
- ⑩ Thanks for giving me a chance to meet you here.
感谢您能给我一次面谈的机会。
- ⑪ Thank you very much for giving me this opportunity, Mr. Green. Good-bye.
格林先生，十分感谢您给我这次机会。再见。
- ⑫ I sincerely thank you for letting me join your company. Good-bye!
真诚地感谢您让我加入贵公司。再会！
- ⑬ Thank you for everything.
谢谢您所做的一切。
- ⑭ I'd appreciate if you could give me a call this week. Good-bye!
如果您在本周内给我打个电话，我将十分感谢。再见！
- ⑮ Please call me at this number between nine and eleven in the morning. Thanks a lot. Good-bye.
请您在上午 9 点到 11 点之间给我打这个号码。非常感谢。再见。

b. Saying Good-bye to the Applicant

与应试人告别

Many thanks for your great interest in this job. Good-bye.

非常感谢你对这份工作的巨大关心。再见。

- ② It has been pleassant talking with you. I really appreciate your great interest in our company. Good-bye!

同你谈话令人感到愉快。我很欣赏你对本公司的巨大关心。再见！

Thank you for your cooperation. Good luck to you. Good-bye.

谢谢你的合作。祝你好运。再会。

Thank you very much, Miss Li. And you'll be hearing from us in the next few days.

十分感谢你，李小姐。过几天你就会接到我们的答复。

- ⑤ I'll call you at your home about our final decision. Good-bye.

我会打电话到你家，告诉你我们的最后决定。再见。

- ⑥ I will contact you about the result of the interview soon.

我很快就会通知你面试的结果。

- ⑦ Very pleased to have met you. We'll let you know the result within a week

很高兴见到了你。本周内我们会让你知道结果的。

- ⑧ I can't give you a definite answer today, but we will let you know as soon as possible. Good-bye.

我无法在今天给你一个明确的答复，但我们会尽快让你知道的。再见。

- ⑨ We are considering several other applicants. No matter whether you are hired or not, we will notify you of our final decision next week.

我们正在考虑其他几位应聘者。不管你是否会被录用，我们都会在下周内告诉你最后的决定。

- ⑩ That's all for now. We'll get in touch with you by the end of this month. Good-bye and good luck.

就谈到这里吧。月底前我们会与你联系的。再见，并祝你好运。

- ⑪ That's all. You may leave now.

就这样吧。你可以走了。

- ⑫ That's enough. You may go now.

就谈这些。你可以走了。

⑬ We'll let you know how things work out within five days. Send the next applicant in on your way out, please.

五天内我们就会让你知道结果的。 出去的时候麻烦你叫下一位应聘者进来。

II . Imparting Information About Oneself 提供个人信息

1. Supplying Personal Data 提供个人资料

- ① My name is Xiao Zhiguo.

我的名字是肖志国。

- ② I'm Wang Liang.

我叫王亮。

My name is Xue Jianping. Xue is the last name:

我的名字是薛建平。薛是我的姓。

- ④ I'm 28 years old.

我 28 岁。

- ⑤ I've just celebrated my twentieth birthday.

我刚庆祝了 20 岁生日。

- ⑥ I am almost 18.

我快满 18 岁了。

- ⑦ I was born in Dalian in 1964.

我 1964 年出生于大连。

- ⑧ My birth date is Feb. 14, 1971.

我的出生日期是 1971 年 2 月 14 日。

- ⑨ I was born in Xi'an, Shanxi Province.

我生于陕西省的西安市。

- ⑩ I'm from Beijing.

我是北京人。

- ⑪ I'm a native here.

我是本地人。

- ⑫ I live at 145, Renmin Road.

我住在人民路 145 号。

- ⑬ My present address is 96, Wenfeng Road, Zhicheng, Hubei Province.

我现在的住址是湖北省枝城市文丰路 96 号。

⑭ I am single.

我是单身。

⑮ I am married.

我已结婚。

⑯ There are four of us in my family: father, mother, younger brother and me

我家有 4 口人 父亲、母亲、弟弟和我。

⑰ I was born into a medium-sized family. There are five of us including me.

我生于一个中等家庭。算我在内一共有 5 口人。

⑱ I have a five-year-old son. He's a cute boy.

我有一个 5 岁的儿子。他很可爱。

⑲ My mother is a housewife. My father supports the family.

我母亲是个家庭妇女。由我父亲维持全家人的生活。

⑳ I have always been in good health.

我的身体一直都很健康。

㉑ I'm religious, and I'm a Christian.

我信教，我是基督徒。

2. Introducing One's Ability and Capability

说明能力

① I can speak two foreign languages.

我会讲两种外语。

② I can speak and write English fluently as shown by the enclosed testimonials.

正如所附的证明书所介绍的那样，我能用英语流利地进行会话和写作。

③ I can type 60 words per minute and take shorthand at 80 words per minute.

我每分钟能打 60 个词，每分钟能速记 80 个词。

④ I think I can manage.

我认为我能行。

⑤ I think I can make myself understood in English without too much difficulty.

我想我能不太困难地用英语表达。

⑥ I also have some knowledge of Japanese and can undertake translations from the language.

我也懂点日语，能够从事翻译工作。

- ⑦ I have been trained in typing and I'm sure I can learn to operate a computer quickly.
我练过打字，我敢肯定很快就能学会电脑。
- ⑧ I am able to finish the task on my own.
我能独立完成这个任务。
- ⑨ There's just a chance I can repair the duplicating machine.
正好我会修理复印机。
- ⑩ I know how to operate a computer.
我会操作电脑。
- ⑪ I am quite efficient in secretarial work, like typing and taking shorthand.
我在秘书工作方面，如打字和速记，相当出色。
- ⑫ I know something about higher mathematics.
我懂一些高等数学。
- ⑬ I know how to gather the information crucial to our decision-making bodies.
我知道怎样收集对决策部门至关重要的信息。
- ⑭ I might be able to translate this document from Chinese into fluent English.
我也许能把这份文件从汉语译为流畅的英语。
- ⑮ It's not too difficult to get along with different people.
与不同的人处好关系并不太难。
- ⑯ To get used to a new circumstance isn't too difficult to me.
适应新环境对我来说并不太难。
- ⑰ I think I have the ability (qualification) necessary to promote products.
我认为我具备推销产品必需的能力（合格条件）。
- ⑱ I feel able to manage a department store.
我觉得我有能力管理一家百货商店。
- ⑲ I feel capable of increasing sales in that region.
我觉得我有能力增加那一地区的销售量。
- ⑳ I have the experience of interpreting at negotiations.
我具有谈判时当口译的经验。
- ㉑ I think I have the ability and the experience to organize conferences.
我认为我具有组织会议的能力和经历。
- ㉒ I'd say I was able to do the job well.
我要说我能做好这个工作。
- ㉓ I'd say I was capable of performing my duties.

我要说我有能力履行自己的职责。

- ② I'm not too bad at sports.

我在体育方面还行。

- ③ I'm pretty good at public speaking.

我在演说方面相当出色。

- ④ I have a chef's license. Especially, I am expert at Sichuan cuisine.

我有厨师证书。我尤其擅长川菜烹饪技术。

3. Introducing One's Educational Background

说明教育背景

- ① I'm almost straight from a vocational school.

我差不多是直接来自职业学校的。

- ② I've just graduated from a college.

我刚从一所大学毕业。

- ③ Actually I was trained for this sort of job.

实际上我受过这种工作的专门培训。

- ④ I studied in a university for four years.

我在一所大学读了 4 年书。

- ⑤ I've been going to an evening class of English.

我一直在上夜校的英语课。

- ⑥ In college, I majored in computer technology and won the top award in the Computer-Aided Design (CAD) Contest once.

大学期间，我主攻计算机技术，并获得过一次“电脑辅助设计大赛”的一等奖。

- ⑦ During my study at university, I attended courses in foreign trade.

读大学时，我学过外贸方面的课程。

- ⑧ When I was studying at the technical school, I obtained practical training in advertisement design.

读技校时，我受过广告设计方面的实用培训。

- ⑨ I spent four years in a foreign language institute in obtaining a thorough knowledge of the English language.

我在一所外语学院花了 4 年的时间获得了英语的全面知识。

- ⑩ From 1990 to 1994, I studied at Beijing University under the direction of a famous professor.

从 1990 年至 1994 年，我在北京大学一位著名教授的指导下学习。

- ⑪ To be frank, I obtained fairly good results in all the courses I selected, and became the only person in my grade, who won the top award of scholarship in four years running.

坦率地讲，我在所修的全部功课中都获得了相当好的成绩，并成为年级上惟一个连续四年获一等奖学金的人。

- ⑫ I attended Chongqing Foreign Language School in Sichuan from 1985 to 1990. In July, 1990 I passed College Entrance Examination and studied foreign literature at Shudu University from 1990 to 1994.

从 1985 年到 1990 年，我在四川的重庆外语学校求学。1990 年 7 月 我通过大学入学考试 从 1990 年到 1994 年在蜀都大学攻读外国文学专业。

- ⑬ I am a senior in the Department of Economics in Xinhua University.
我是新华大学经济系四年级的学生。

- ⑭ During my undergraduate studies, I specialized in digital systems engineering, and got my B. S. degree before I graduated.

读本科的时候，我主修数字系统工程，毕业时获理科学士学位。

- ⑮ I passed the Postgraduate Entrance Examination three years ago and will soon get my M. A. degree in international laws.

3 年前我通过研究生入学考试，不久就会获得国际法硕士学位。

- ⑯ I got a degree in business administration and took a course in typing.

我在商业管理方面获得过学位，还修过打字课。

- ⑰ At college, I was always among the top students, and I got straight A's in all the subjects.

大学期间，我总是名列前茅，而且所有学科都是优秀。

- ⑱ I took many courses, such as Economics, Finance, Accounting and Marketing. I also selected English Literature, History and Politics.

我选了许多课程，如经济学、财务学、会计学和市场学。我还选过英语文学、历史和政治。

- ⑲ My graduation thesis was on the differences between Chinese and American education.

我的毕业论文研究的是中美教育的差异。

- ⑳ As to honours and awards, I won a prize in a nation-wide computer programming competition last academic year.

至于说荣誉和奖励，我在上一学年一次全国计算机程序编程比赛中得过奖。

- ⑫ In university, I took an active part in all kinds of social activities. Actually, I was chairman of the students' union for 3 years. That experience gave me a lot of confidence in my ability to see things through. Certainly it will be useful in all my life.

大学期间，我踊跃参加各种社会活动。实际上，我曾担任过 3 年学生会主席。那种经历使我对自己的办事能力很有信心。当然，这将会使我终身受益。

4. Introducing One's Working Experience

说明工作经历

- ① I worked as a receptionist for five years at Jinjiang Hotel.
我在锦江宾馆当过 5 年大堂接待员。
- ② I worked as an office manager at Gold Star Company, in charge of general office administrations.
我在金星公司担任过行政经理一职，负责日常行政管理工作。
- ③ I am manager of the marketing department of Hengtong Company Limited, and I have been working with this company for more than three years.
我现为恒通有限公司市场销售部经理，我已经在这家公司工作了 3 年多。
- ④ For the past two years I've been working for ABC Company.
过去两年里，我一直在为 ABC 公司工作。
- ⑤ Actually I've been teaching Western Economics at a university for five years.
实际上我在一所大学教西方经济学课程已有 5 年之久。
- ⑥ I have been working as a clerk at the personnel department of Cambell Company since I graduated from the university.
大学毕业后，我一直在坎贝尔公司的人事部当职员。
- ⑦ At present I'm employed by a joint-venture company in Shenzhen.
目前我在深圳的一家合资企业供职。
- ⑧ I've been employed as a teller in the Chongqing Branch of the Bank of China since 1990.
从 1990 年起，我一直在中国银行重庆分行做出纳工作。
- ⑨ I've been a secretary for Corinth Company in recent years.
最近几年，我一直在科林斯公司做秘书工作。
- ⑩ I was editor of the Morning Star from 1988 to 1994. My job was to plan the layout of the newspaper. But some times I also wrote articles on business and rele-

vant government policies.

从 1988 年至 1994 年,我在《晨星报》任编辑一职。我的工作设计报纸的版面。有时我也写一些有关商业及政府相关政策的文章。

- ⑪ Six years ago I was employed as a secretary by the International Department of Xihai Trading Corporation. Specifically, I did typing, filing and taking dictation. Sometimes I answered phone calls from abroad. My boss was quite satisfied with my work.

6 年前,我被西海贸易公司国际部聘为秘书。具体地说,我负责打字、处理文件和速记。有时我也要接国外来的电话。老板对我的工作相当满意。

- ⑫ I was specially trained for that sort of job.
我为那类工作接受过专门培训。

- ⑬ In the last year of my college life, I successfully got a part-time job in a large department store.
在大学生活的最后一年,我成功地在一家大百货公司得到一份兼职工作。

- ⑭ I used to work as a shop assistant.
我以前通常当店员。

- ⑮ It's true that I've just graduated from college, but I have the experience of working as a part-time salesman for a joint-venture company.
我的确是刚从大学毕业,但是我曾在一家合资企业当过兼职推销员。

- ⑯ I have a little office experience because last summer I had a part-time job at my uncle's office. Now I've got quite familiar with office machinery.
我有一些办公室工作的经验,因为去年夏天我在我叔叔的办公室打过工。现在我对办公设备已经相当熟悉。

- ⑰ I have no working experience. But I did have the experience of working as a volunteer interpreter during the International Television Festival last year. I must say I was quite excellent.
我没有工作经历。但是在去年的国际电视节期间,我做过自愿译员。应当说我相当出色。

- ⑱ At college, I had a lot of chances of contacting the society. I got some part-time jobs like selling or teaching as a tutor.
大学期间,我有很多接触社会的机会。我做过像推销员或家教之类的兼职工作。

- ⑲ I can't say I have much working experience. But I remember clearly that when I was a junior, I successfully guided a few foreign tourists from Guangzhou to

Shanghai during the International Tourism Festival.

不能说我有许多的工作经历。但我清楚地记得国际旅游节期间，我曾成功地把一些外国游客从广州带到上海，当时我是大学三年级学生。

- ⑫ I've been a secretary for Conrad Company.
我一直在康拉德公司做秘书工作。
- ⑬ Then I did the same job in another company.
之后我在另一家公司做同样的工作。
- ⑭ I've got five years' experience of office work.
我有 5 年从事办公室工作的经验。
- ⑮ I've been in their employment for several years.
我为他们工作了好几年。
- ⑯ I've given up my job in that firm.
我已放弃了那家商行里的工作。
- ⑰ I've quit working there.
我已辞去那儿的工作了。
- ⑱ I've vacated my post at the bank.
我已辞去在银行里的职位。

5. Explaining Intentions

表达意图

- ① I plan to apply for this position.
我打算申请得到这个职位。
- ② I'll see if I can be a member of your staff.
我要看看是否能成为你们的一名职员。
- ③ I'm going to say something about my qualifications.
我打算谈一谈我的资历。
- ④ I'm planning to take the job.
我打算担任这个工作。
- ⑤ I intend to show you all the certificates as required.
我打算给你看一看所要求的全部证明。
- ⑥ My intention is to help advertise the products of your firm.
我打算帮助推销贵公司的产品。
- ⑦ I want to know if you have got a vacancy for a secretary.

我想了解你们是否有秘书的空缺。

- ⑧ I'd like to know if you need any full-time secretary.

我想了解你们是否需要全日工作的秘书。

- ⑨ I'm interested in the post of sales manager you advertised in yesterday's newspaper.

你们在昨天报纸的广告中招聘销售部经理，我对这个职位感兴趣。

- ⑩ I saw your advertisement for a public relations officer, and I've decided to take it.

我看到你们招聘公关人员的广告，我已经决定担任这一工作。

- ⑪ Your advertisement in the Time magazine is of great interest to me. I've made up my mind to apply for the post of assistant to the general manager.

你们在《时代》杂志上的广告对我很有吸引力。我已经决定应聘总经理助理一职。

- ⑫ My idea is to get this good-paying position.

我打算得到这份薪水优厚的职位。

- ⑬ I'm not going to work the night shift.

我不打算倒夜班。

- ⑭ I'm thinking of taking this job.

我正在考虑担任这一工作。

- ⑮ Well, I have little intention of belittling his abilities. It's just that he's a difficult boss to get along with.

我无意贬低他的才能。问题是他是一个很难与之相处的老板。

6. Explaining Motives of Interviews

说明面试动机

- ① I want to quit the present job because I find it not as challenging as I previously expected.

我想放弃目前的工作，因为它不如我期望的那样富有挑战性。

- ② It's not that I don't like my present job. In fact, I enjoyed some part of it very much. What really matters is I have already reached the top salary bracket. Besides, there is little chance of my getting promoted. Since your company has just started business in China, I believe there will be more opportunity for advancement.

我并非不喜欢目前的工作。事实上，有些方面我是相当满意的。关键是我的

工资已经到顶。另外，我晋升的机会几乎没有。因为贵公司刚在中国开展业务，我相信会有更多的晋升机会。

- ③ I've been in the employment of the present company for nearly four years. But I'm planning to leave it because I don't think the salary is equal to my work.
我受雇于现在的这家公司已有 4 年之久。但是我打算离开此公司 因为我认为所得的报酬与我所做的工作不相称。
- ④ I became an employee of the G & S Company soon after my graduation from college. I've been with this company for more than ten years. Ten years is a quite long time for any one. I want to join you for a change.
我刚从大学毕业就成了 G&S 公司的雇员。我已经在这家公司干了 10 多年。10 年对任何人来说都是相当长的时间。我现在想加入贵公司，换个环境。
- ⑤ Actually, I like my previous job very much. But the boss made me feel disappointed because he seemed to judge a person not by his abilities but by his social relations. I simply couldn't go any further. So I decided to change a job.
实际上，我非常喜欢前一个工作。但是那个老板让我大失所望，因为他评价一个人并不看他的能力，而是看他的社会关系。我在那儿没有什么奔头。所以想换个环境。
- ⑥ My present job is dull. What is more, it's quite unstable. I want to quit it as soon as possible.
我目前的工作枯燥乏味。而且，工作十分不稳定。我想尽早摆脱它。
- ⑦ I had to leave my last post because I couldn't stand my superior any longer. He was officious and always found fault with everything I did. There was no way to make him pleased.
我不得已放弃了上一个职务，因为我无法再容忍我的上司。他爱管闲事，而且对我所做的一切都吹毛求疵。根本无法让他感到满意。
- ⑧ I know that the Guangzhou Branch of your bank opened only a few weeks ago. Your bank enjoys very good reputation, and your business in this area is just starting to grow. Certainly working at your bank will give me more opportunity to advance. That is why I've come for an interview.
我知道贵银行的广州支行是几个星期前才开业的。贵银行信誉卓著，而且在本地区的业务刚刚开展。当然，在贵银行工作会给我更多晋升的机会。这就是我来面试的原因。
- ⑨ Your company is my most favoured choice. I finally choose it out of a dozen joint-venture companies because I know its history very well. It was set up in Chicago