

PART I

Functional Expression

功能表达法

I n t
e r v
i e w
w

UNIT 1

开始及结束会话

Opening and Ending

a Conversation



Greeting

问候



◆ 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，克兰先生。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。

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。

Saying Good-bye 告 别



◆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。

◆ **Saying Good-bye to the Applicant** 与应试人告别

1. 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 pleasant 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极大关心。再见！
3. Thank you for your cooperation. Good luck to you. Good-bye.
谢谢你的合作。祝你好运。再见。
4. 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 ret 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.
5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。

UNIT 2

提供个人信息

Imparting Informations

About Oneself



Supplying Personal Data 提供个人资料



1. My name is Xiao Zhiguo.
我的名字是肖志国。
2. My name is Xue Jianping. Xue is the last name.
我的名字是薛建平。薛是我的姓。
3. I'm 28 years old.
我28岁。
4. I've just celebrated my twentieth birthday.
我刚庆祝了20岁生日。
5. I am almost 18.
我快满18岁了
6. I was born in Dalian in 1964.
我1964年生于大连。
7. My birth date is Feb. 14, 1971.
我的出生日期是1971年2月14日。
8. I was born in Xi'an, Shanxi Province.
我生于陕西省的西安市。
9. I'm from Beijing.

我是北京人。

10. I'm a native here.

我是本地人。

11. I live at 145, Renmin Road.

我住在人民路145号。

12. 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。

13. I am single.

我是单身。

14. I am married.

我已结婚。

15. 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。

16. 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。

17. 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。

18. 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。

19. I have always been in good health.

我的身体一直都很健康。

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。
24. I'm not too bad at sports.
我在体育方面还行。
25. I'm pretty good at public speaking.
我在演说方面相当出色。
26. 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。

Introducing the 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.
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。