

Unit 1

求职与工作

Looking for Jobs and Working

在外企，如何与公司上司、同事相处融洽，第一印象非常重要。作为一名新员工，应谦逊有礼，勤学好问，尽快了解公司内部的作风、传统、工作方式、工作制度，找准自己的位置，调整好心态，融入到新的工作集体中。

1

Job Interviews 面试

(1)

(Mr. Wu's friend has told him of a job opportunity at the trading company where he works. Mr. Wu has come for an interview with the manager William James.)

W: Good morning! 早上好!

J: Good morning! Just sit down, please. 早上好! 请坐。

W: Thank you! 谢谢!

J: You are Mr. Wu? I'm William James. 你是吴先生吧? 我是威廉·詹姆斯。

W: Yes, nice to meet you, Mr. James. 是的。很高兴见到你, 詹姆斯先生。

J: Tell me about your education, please. 请谈谈你的学历情况吧。

W: I graduated from Xiamen University two years ago, and I majored in commerce, with an emphasis on foreign trade. 两年前我从厦门大学毕业, 我学的是商务专业, 侧重对外贸易。

J: Do you think you have a good command of English?
你认为你的英语很好吗?

W: Yes, I think so. My English teacher has said that my Eng-

lish is quite good. I passed 6 band of college English Test in university, and I scored high in a TOEFL test last year. 是的,我认为不错。我的英语老师也说我的英语很好,大学时通过六级英语考试,而且在去年的“托福”考试中我也得了高分。

J: I see from your material that you are working for a trading company. May I ask why you want to change your job? 从你的材料上我了解到你现在在一家贸易公司工作。你可以讲一下为什么你想换工作吗?

W: Because the job given to me is not challenging, and the salary is low. 因为那儿的工作没有挑战性,而且工资也很低。

J: What made you choose this company? 那么是什么原因使你选中了这家公司呢?

W: A friend of mine works here, and he told me about your company, so I become interested. And I think working in this company would provide me with more opportunities to use my knowledge. 我有一个朋友在这儿上班,他给我讲过一些贵公司的情况,于是我就对贵公司产生了兴趣。我想在这家公司干,将会给我提供更多的机会,使我的知识有用武之地。

J: I see. It's been pleasant talking with you, Mr. Wu. We'll notify you of our decision by next monday. 我明白了。吴先生,和你谈话真令人愉快。下星期一之前我们会通知你结果。

W: Thank you, Mr. James. 谢谢,詹姆斯先生。

(2)

(There's a vacancy for a female secretary in Mr. Johnson's company. Chen

Hong, an experienced clerk, is interested in this job. She goes to Johnson's office for an interview.)

C: How do you do, Mr. Johnson? 你好, 约翰逊先生!

J: How do you do? 你好!

C: I hear there's a vacancy for a secretary here and hope that you will employ me. 听说这儿需要一位秘书, 希望我能应聘。

J: What have you been doing these past few years ? 过去这些年你一直在从事什么工作?

C: I'm a clerk, but I've also had some experience as a secretary, including answering routine correspondence, taking phone calling and dealing with business for the boss. 我是一个职员, 可我也有做秘书的经历, 包括处理日常书信, 接电话, 处理一些上司的业务。

J: Your English is good. But can you use a computer? 你的英语很好。电脑怎么样?

C: Yes, I can. 我会使用电脑。

J: Then, how much do you want for your salary? 那么, 你希望月薪多少?

C: At present I get 1600 yuan per month. You can decide on my capacity and experience. 目前我一个月拿 1600 元钱。你可以根据我的能力和经验来确定我的薪水。

J: Well, then I will put you on trial for a month. You must be punctual and hard-working. 好吧, 先试用一个月。你要准时上班, 勤奋工作。

C: Thank you, sir. I'll not fail to be.
谢谢你，先生。我肯定会。

(3)

B: Congratulations, Mr. Tang. We decide to employ you as a worker in our company 祝贺你，唐先生，我们决定录用你为我们公司的一名员工。

T: Thank you, Mr. Black. That's really good news for me.
谢谢，布莱克先生，这对我来说确实是个好消息。

B: You're welcome. I'm sure you are equal to the job. 欢迎你加盟。我相信你有能力干好这份工作。

T: Yes, I'll work hard and you will be satisfied with my work.
是的，我会好好干，对我的工作你会满意的。

B: Oh, Mr. Tang, these materials are about the regulations and points for attention, you can read them. I hope you can adapt to the job as quickly as possible. By the way, you can come to work on 15th of this month. 唐先生，这些材料是有关公司的规章制度和注意事项，你可以看看。我希望你能尽快适应工作。顺便说一下，你可以在本月 15 日来公司上班。

T: That's great. Thank you, Mr. Black. I'll come to work on time. Bye-bye. 太好了，谢谢，布莱克先生。我会准时上班的。再见。

B: Bye-bye 再见。



日常用语 Useful Expressions

- ♥ I'm... I have an appointment with the personnel manager Mr... for an interview about the advertised clerk at nine o'clock. 我叫....., 与你们人事部经理.....先生九点有个约, 是关于你们登报职员之缺的事。
- ♥ Which job would you like to apply for 你要申请哪一项工作?
- ♥ I'm interested in a position as a/an... 我对.....职务有兴趣。
- ♥ I think I'm 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、能力和工作经验非常适合你们的要求。
- ♥ We have very long working hours. Would you be able to work in the evening? 我们的工作时间相当长, 你愿意做晚班吗?

2 Reporting for Work 报到上班

(1)

A: Can I help you? 我能帮你吗?

B: Yes, thanks. Would you tell me where the manager's office is? 谢谢, 请告诉我经理办公室在哪儿?

A: What do you wish to see him about? 你找他有什么事吗?

B: I am asked to report to the manager. 我是来向经理报到上班的。

A: So you are Liu Wei, right? The manager is waiting for you.
Please follow me. 那你就是刘伟, 对吗? 经理在等你呢, 请跟我来。

(2)

A: Good morning, Mr. Smith 早上好, 史密斯先生。

B: Morning, Xiao Zhang. Do you have any difficulty finding
my office? 小张, 你早。怎么样, 办公室不难找吧?

A: Not bad. Shall I begin my job now?
还行, 我现在就开始干活, 行吗?

B: Wait a minute, please. Here is your job description. Have a
look at it first. 等等, 这儿有你的工作职责说明。先看一下吧。

A: All right. Thank you. 好的, 谢谢。



日常用语 Useful Expressions

♥ Is Mr. Kramer in? I come to report to him.

请问克雷默先生在吗? 我是来向他报到的。

♥ Very glad to meet you. Mr. kramer. I come to report for
work. 克雷默先生, 很高兴见到你。我是来报到上班的。

♥ Welcome to our company. Lin Hua. You'll be working in

Customer Service Department. 欢迎你来到本公司，林华，你将在客户服务部工作。

♥ I'm Wilson. manager of Personnel Division. Very pleased that you come to work in our company, Mr Wang. 我是人事部经理威尔逊。王先生，很高兴你到本公司工作。

3 Getting to Know New Colleagues

认识新同事

(1)

A: Good morning, Ms. Wang.
早安，王小姐。

B: Good morning. I believe Mr. Jones is expecting me.
早安，我想琼斯先生还在等我呢。

A: Yes. Ms. Wang, he is. Please make yourself comfortable and I'll inform Mr. Jones that you are here. 是的，王小姐，他正在等你。请不要客气，我给你向琼斯先生通报一声说你在这儿。

B: Thank you. 谢谢你。

A: Mr. Jones will be here shortly. He's been expecting you
琼斯先生马上就到。他在等你。

.....

Mr. Jones, I have Ms. Wang with me. She's ready to start

work. 琼斯先生，王小姐来了，她可以开始工作了。

J: Good. She couldn't have time at better time. Ms. Wang come in and meet some of the team. (Ms. Wang walks in.) I'd like you to meet Ms. Wang, my new assistant. Ms Wang, this is Fred Miller, our marketing director 好，她来的正是时候。王小姐进来，和一部分同事认识认识。(王小姐走进来)我想把我的新助理王小姐介绍给大家。这位是弗雷德·米勒先生，销售部主任。

M: Pleased to meet you, Ms. Wang. (They shake hands.) I hope you'll be happy here. 认识你很高兴，希望你在这里过得愉快。

B: Thank you, Mr. Miller. That's very kind of you. 谢谢，米勒先生，谢谢你。

J: And this is Anna Vilas, our controller. 这位是安娜·维拉斯，我们的审计员。

V: How do you do? (They shake hands.)您好！

B: How do you do? 您好！

J: And Rod Hilton, our advertising manager. 罗德·希尔顿，我们的广告部经理。

H: Good morning, Ms. Wang. Glad to have you with us. (They shake hands.)早上好，王小姐。很高兴你能参加我们的行列。

B: Thank you. I'm glad to be here. 谢谢，我很高兴能到这里工作。

.....

J: I'll be training you for this position, so if you have any question, I'm the person to ask. 我将对你进行上岗前的培训，如果

有什么问题可以来问我。

B: Sure, I will. 好的, 我会的。

J: Let's start a brief tour around the Department. You will be assigned to the overseas section. Your desk will be next to Mr. Zhang's. He's the Section Chief. Mr. Zhang is very strict on appearance and punctuality. Things get rather hectic around the end of the month. You'll probably have to work over-time occasionally. I'm afraid you'll have to ask Mr. Zhang about your salary. He takes care of that information. 我们先从这个部门开始, 大略参观一下。你将分配到海外部工作。你的办公桌就挨着张先生的办公桌。他是这个部门的主任。张先生对仪表和守时的要求十分严格。每月月底会特别忙碌, 偶然也许要加班。关于你的薪水, 恐怕得问张先生, 他负责这方面的事。

(2)

Secretary Li: Hello, friends. I'd like to introduce a new colleague to you. His name is Wang Dawei. He will work with you from today on. 朋友们, 我给你们介绍一位新同事, 他叫王大伟, 从今天起, 他将与你们一起工作。

W: How do you do? 你们好!

A.B.C.: How do you do? Mr. Wang, welcome.
你好, 王先生, 欢迎你。

W: Thanks. I graduated from a university. This is the first time I have come to work in the foreign capital enterprise. I

hope you will help me in work. 谢谢大家。我刚从大学毕业，第一次在外资企业工作。希望各位在今后的工作中多多关照。

A: Very glad to work with you Mr. Wang. I'm Jenny, in charge of the office work. Oh, this is a desk for you, Mr. Wang. 很高兴与你一起工作，我叫珍妮，负责本办公室工作。王先生，这是你的办公桌。

W: Thank you, Miss Janny. 谢谢，珍妮小姐。

B&C: Very glad to know you. We will cooperate well in the work. 我们很高兴认识你。相信我们一起工作会愉快的。

W: Thank you. 谢谢。

(3)

A: Hello. Are you a newcomer? 嗨，你是新来的吧？

B: Yes. This is the first day I come to work. 是的，今天是我上班的第一天。

A: I'm Jack in the manager's office 我是杰克，在经理办公室上班。

B: Nice to meet you, Jack. I'm ZhangPing. I work in the Department of Research and Development. 很高兴见到你。我叫张萍，在研究开发部工作。



日常用语 Useful Expressions

♡ Hi, there, I'm Yang Ming. I'm new around here. I'm work-

ing in Technical Development Department. 嗨！你好，我叫杨明，是新来的，在技术发展部工作。

♡ Glad to meet you. Ms. Robbins. Guess we'll be working together. 认识你很高兴，罗宾斯女士。我想我们要在一起工作了。

♡ Welcome to our office. If there's anything I can do for you, please let me know. 欢迎你来我们这里。如果有什么事需要我帮忙，尽管开口。

♡ Let me introduce Miss Yang Fang to you. She'll be working in our office as of today. 我来介绍一下，这是杨芳小姐，从今天开始，她就在我们办公室工作。



4 Knowing How to Do 了解情况

(1) Form of Address 称呼

A: Welcome aboard, Mr. Guo Hua. 欢迎你来本公司工作。郭华先生！

- B: Thank you. I'm delighted to be working here, Mr. Buchwald.
谢谢。我很高兴能到这里来工作，布奇华先生。
- A: Call me Buck, will you? My name is Reginald Buchwald but everybody calls me Buck. It's easier. 叫我布克就可以了，好吗？我的全名是雷奇纳德·布奇华，但是大家都叫我布克。这样比较方便。
- B: I would hesitate to call you anything but Mr. Buchwald. Isn't it rather disrespectful to make a nickname out of the family name? 除了布奇华先生之外，我不好直呼其它名字。替别人另取绰号，不是很不礼貌吗？
- A: Well, everybody in this company all the way up and down the line is called by his or her first name. It's been our tradition ever since the company was small. And don't worry about the disrespectful business. OK? 嗯，我们公司的上上下下都是直呼每个人的名字。在我们公司规模很小时这就已经形成传统。不要担心不礼貌的事了，好吗？
- B: I'll try. 我会试试看。
- A: Good. But when there are outsiders, like business people from other companies, it might be good practice to address your higher-ups as Mr. Ms. or whatever is appropriate 好。不过，如果有外人在时，如其它公司的人，最好能称呼你的上司为先生、女士或任何适当的称谓。

(2) Office Work 办公室工作

- A: Mr. Wang, I will give you a brief introduction to the office

work. 王先生，我简单地向你介绍一下办工作室的工作。

W: OK. Miss Jenny. 好的，珍妮小姐。

A: Our office is under the direct leadership of the general manager. The main task is to handle routine business, such as arranging meetings, meeting visitors, seeing visitors off, assigning work, making plans, sorting out the data, collecting information, and so on. All these affairs are very important. I'm sure you'll adapt quickly to the work here 本办公室直接受总经理领导，主要工作是处理日常性事务工作，包括安排会议、接送客人、布置工作、制订规划、整理材料、收集信息等。这些工作都极为重要。我想你会很快适应这些工作的。

W: I hope so 我希望如此。

A: Mr. Wang, do you have anything to say about your work?
王先生，关于你的工作，你还有什么意见吗？

W: No. By the way, Miss Jenny, would you please tell me
what is the specific work to me ? 没有，珍妮小姐，不过，你能告诉我具体做哪方面工作吗？

A: Sorry, I can't tell you now. After you are familiar with all these jobs, we will discuss the problem. 对不起，我现在还说不出。我想在你熟悉各项工作后，再与你讨论这个问题。

W: That's OK. 行。

A: Mr. Wang, if you have something to say about your work while working, please come out. The people here are very enthusiastic. 王先生，如果你在工作中有什么想法，不妨直接说出来。我们这里的人都很热情。

W: All right. Thank you. 我会的。谢谢。

(3) Job Description 工作说明

A: Hi, I'm a newcomer, my name is WangFang. 你好，我是新来的，我叫王芳。

B: Glad to meet you, Miss Wang. I'm ChenYan. 很高兴见到你，王小姐，我叫陈燕。

A: Miss Chen, would you please tell me something about your job? 陈小姐，能否请你谈谈关于你工作方面的事情？

B: Yes, I'd be glad to. 我很愿意。

A: What does your job description say?
你的工作说明书是怎样写的？

B: As an assistant to the director, my job requires that I prepare all incoming and outgoing overseas letters, take care of all the contract agreements and keep all the files in order. 作为主任助理，我的工作要求我处理海外寄出和寄入的信件，管好所有的合同和文档。

A: Do you take care of office supplies? 你管理办公用品吗？

B: No. One of the monthly duties of the office secretary is to take inventory of office supplies and place orders for those items in low supply. 不，办公室秘书的每月任务之一就是清点库存办公用品，并预订那些库存不多的用品。

A: How do you keep all the files in order? 你怎样整理所有的档

案呢？

B: Let me show you how our filing system works. Outgoing and incoming correspondence is kept in this file, invoices and receipts in this one, and product information, reports and business documents in this one. 我来告诉你，我们的归档系统是怎样运行的。寄出和收入的信件存在这个档案里，发票和收据放在这个里头，产品资料、报告和商业文件则在这个里面。

A: Do you have index for all the files ? 所有的档案都有索引吗？

B: Yes. All the files are arranged alphabetically. If you can't find what you are looking for, you can check the index. 是的。所有档案都按英文字母顺序排列。如果找不到要找的材料，可以查一查索引。

A: Computers are commonplace for companies involving in international trade and communication, and computer is very efficient in handling files and data. 从事国际贸易及需要国际通讯的公司，一般都使用电脑。电脑处理文档和数据方面效率很高。

B: Yes, you see. We have installed computers in every office for word processing and for database. 是的，你看，我们每间办公室都安装了电脑，用于文字处理和建立数据库。

A: Thank you very much, Miss Chen. 谢谢你，陈小姐。

(4) Office Regulations 办公室规章

A: Is there anything else I should know before starting to work here, Miles? Like office regulations ? 迈尔斯，在这里上班之前，

还有什么事情需要知道吗？像办公室规定等等？

B: You'll get a copy of the manager's manual from our office manager, but LAP is pretty strict about tardiness, clean desks and prompt reports. 你会拿到一份办公室经理手册的影印本，但是 LAP 对于延迟、桌面整洁和迅速交报告方面有相当严格的规定。

A: Pardon me, but what's LAP? 对不起，什么是 LAP?

B: That's who, not what. Lawrence A. Pratt, Vice President General Manager in Shanghai. He goes on a neatness tour of the offices once a month to inspect all the desks. But don't worry, you'll be warned before he goes on his pilgrimage. 那是人名，不是东西。劳伦斯·波瑞特，驻上海的副总裁。他每个月会作一次桌面清洁巡视，来检查所有的桌子。不过，别担心，他来之前我们会先警告你的。

A: Thank you, Miles. 谢谢，迈尔斯。

B: Oh, here's your program for the week. You'll spend most of this week talking to different line managers and staff executives, learning about their different functions in the organization. Today you'll be having lunch with our labor relations specialist. 噢，这是你这周的计划表。本星期你大部分的时间都会与各个部门的经理和主管们会谈，了解他们在这个机构中的各项职能。今天，你将与我们的劳工关系专家一同午餐。

A: Great! I'm impressed with your thoroughness. 太好了！你的全面介绍我已铭记在心。



日常用语
Useful Expressions

♡ What should I call you and others? 我该如何称呼你和其他人呢？