

面试常用英语口语

一. 开场白

Dialogue 1

A: May I come in? (我可以进来吗?)

I: Yes, please. (请进。)

A: How are you doing, Madam? My name is Wujing. I am coming to your company for an interview as requested. (你好, 夫人。我叫吴京, 我是应邀来贵公司面试的。)

I: Fine, thank you for coming. Mr. Wu, Please take a seat. I am Anne Smith, the assistant manager. (好的, 谢谢你过来。吴先生请坐, 我叫安妮·史密斯, 是经理助理。)

A: Nice to see you, Mrs. Smith. (非常高兴见到你, 史密斯女士。)

I: Nice to meet you, too. (我也很高兴见到你。)

Dialogue 2

A: OK, Mr. Wu. You may come in. I'm Anne Smith and on my right, my colleague, Anna Duncan, and on my left, Angela Lamb. Do please sit down. (好了, 吴先生, 你可以进来了。我是安妮·史密斯, 我右面是我的同事安娜·邓肯, 左边是安吉拉·兰姆。请坐吧。)

I: Thank you. Good afternoon Mrs. Smith, Miss Duncan, Miss Lamb. (谢谢你。下午好, 史密斯女士、邓肯小姐、兰姆小姐。)

A: Your English is fluent. (你的英语很流利。)

I: Thank you. (谢谢夸奖。)

A: How do you think of the weather today? (你觉得今天的天气如何?)

I: I don't like the weather like this. Cold and rainy. Hope it become sunny as soon as possible. (我不喜欢这样的天气, 又冷还下着雨, 真希望早点出太阳。)

Dialogue 3

A: Excuse me. May I see Mrs. Smith? (不好意思, 我可以见史密斯女士吗?)

I: It's me. What can I do for you? (我就是, 需要我帮忙吗?)

A: Nice to meet you, Mrs. Smith. I'm coming here for an interview by appointment. (很高兴见到你, 史密斯女士。我是应约来面试的。)

I: Are you Mr. Wu? (你是吴先生吧?)

A: Yes, I am. (是的, 我是。)

I: Nice to meet you, too. Did you have any difficulty finding our company? (我也很高兴见到你。找我们公司困难吗?)

A: Not really, I am familiar with this area. (没有, 我对这一带很熟悉。)

二. 个人信息

Dialogue 1

I: What is your name, please? (请问, 你叫什么名字?)

A: My name is Sun lin. (我叫孙林。)

I: How old are you? (你多大了?)

A: I am twenty-five years old. (25岁。)

I: May I ask your birth date? (我可以问问你的生日吗?)

A: Yes, my birth date is September 22, 1977. (可以, 我的生日是1977年9月22日。)

I: Where do you live now? (你现在住哪里呢?)

A: I live at 606 Zhongguancun Road, Apt 802, Beijing. (我住北京市中关村大街606号, 802单元。)

I: Then tell me your birthplace. (你的出生地是?)

A: My birthplace is Nanjing. (我的出生地是南京。)

I: Ok, I know you are not a resident of Beijing. Where is your domicile place then? (好的, 我知道你不是北京人。那你的原籍是哪里?)

A: My domicile place is Nanjing, too. (我的原籍也是南京。)

Dialogue 2

I: Mr. Sun, would you mind if I ask you some questions, which may sound impolite? (孙先生, 我可以问你几个听起来可能不是很有礼貌的问题吗?)

A: Ah, never mind, please. (啊, 没关系, 请问吧。)

I: Can you tell me how old you are? (你能告诉我你多大了吗?)

A: I am 25 years old. (我25岁了。)

I: Are you married? (你结婚了吗?)

A: No, I am still single. (没有, 我还是单身。)

I: Can you tell me something about your family? (那你能告诉我你家里的一些情况吗?)

A: Ok. There are four persons in my family, my parents, my elder sister and me. (好的, 我家四口人, 我父母, 我姐姐和我。)

Dialogue 3

I: Tell me a little bit about yourself, please. (能告诉我一些你自己的情况吗?)

A: My name is Sunlin and I live in Beijing. I was born in 1980. I will graduate from Peking University this July. I have majored in accounting. (我叫孙林, 住在北京。我出生于1980年。今年七月将从北京大学毕业, 我主修的专业是会计学。)

I: Would you tell me something about your family? (能说说你的家庭情况吗?)

A: There are three in my family, my parents and myself. My father is a teacher and my mother is a worker. (我们家三口人, 我父母和我。我父亲是一位教师, 我母亲是一名工人。)

三. 性格与爱好

Dialogue 1

I: What kind of character do you think you have? (你认为你是什么性格的人?)

A: Generally speaking, I am an open-minded person. (总的来说, 我是个思想很开明的人。)

I: What is your strongest trait? (你个性上最大的特点是什么?)

A: Cheerfulness and friendliness. (乐观和友好。)

I: How would your friends or colleagues describe you? (你的朋友或同事怎么形容你?)

A: They say Mr. Sun is a friendly, sensitive, caring and determined person. (他们说孙先生是位很友好、敏感、关心他人和有决心的人。)

I: What personality do you admire? (你欣赏哪种性格的人?)

A: I admire a person who is honest, flexible and easy-going. (我欣赏诚实、灵活而且容易相处的人。)

I: How do you get along with others? (你和别人相处得怎样?)

A: I get on well with others. (我和别人相处得很好。)

Dialogue 2

I: What kind of person do you think you are? (你觉得你自己的个性如何?)

A: Well, I am always energetic and enthusiastic. That is my strongest personality. (嗯, 我觉得自己精力很充沛, 做事很有热情。这是我最大的特点了。)

I: What are your strengths and weaknesses? (那你认为自己的最大优点和缺点是什么呢?)

A: Em, as I have said, I'm diligent and industrious. On the other hand, sometimes I'm too hard-working and I put myself under too much pressure to make things perfect. (正如我刚才说过的, 我工作特别勤奋认真。但是, 有时为了尽可能把事情办得完美些, 我又会让自己背上太多的压力, 工作太辛苦。)

I: What qualities would you expect of persons working as a team? (你认为作为团队中的一员, 一个人需要具备什么样的品质?)

A: To work in a team, in my opinion, two characteristics are necessary for a person. That is, the person must be cooperative and aggressive. (依我之见, 作为团队中的一员, 合作精神和进取精神两者皆不可少。)

I: How do you spend your leisure time? (你业余时间都做些什么?)

A: I like playing games and having sports. They are my favourite hobbies. (我爱玩游戏和体育运动, 这是我最大的爱好。)

I: So, what kind of sport do you like most? (那么你最喜欢什么体育运动?)

A: Oh, it's hard to narrow it down to just one. I mean, I like all kinds of sports, basketball, swimming, bike riding and so on. Maybe it is just the reason why I am so energetic and vigorous. (哦, 那可实在太多了, 我喜欢各类体育运动, 打篮球、游泳、骑车之类的。也许这是我精力如此充沛的原因吧。)

四. 教育背景

Dialogue 1

I: Which school are you attending? (你在哪个学校上学?)

A: I am attending Hebei University of Technology. (我在河北工业大学上学。)

I: When will you graduate from that university? (你什么时候毕业?)

A: This coming July. (今年七月。)

I: What degree will you receive? (你能拿到什么学位?)

A: I will receive a Bachelor's degree. (学士学位。)

I: What is your major? (你是什么专业的?)

A: My major is Business Administration. (我的专业是商业管理。)

I: How have you been getting on with your studies so far? (到目前为止, 你在校的学习情况如何?)

A: I have been doing quite well at college. According to the academic records I've achieved so far, I am confident that I will get my Bachelor of Business Administration this coming July. (我学得不错。根据至今我所取得的学习成绩, 我敢肯定今年7月份我一定能获得商业管理学士学位。)

I: How do you think the education you've received will contribute to your work in this institution? (你

认为你接受的教育将如何有助于本机构的工作?)

A: I have already learned a lot in the classroom and I hope to be able to make practical use of it in your company. My specialization at the university is just in line with the areas your institute deals with. I am sure I can apply what I have learned to the work in your institute. (我在课堂上学了很多东西,我希望能把它实际运用到贵公司的商务活动中去。我在大学所学的专业和你们研究所所涉及的范围刚好对口。我相信我能够把我所学到的东西运用到你们研究所的工作之中。)

Dialogue 2

I: Which university did you graduate from? (你是哪个学校毕业的?)

A: I graduated from Hebei University. (我毕业于河北大学。)

I: What subject did you major in at university? (你大学时主修什么专业?)

A: I majored in Economics. (我的专业是经济学。)

I: Tell me about the courses of your major in university. (说说你在大学时都主修了什么课程?)

A: I take more than 50 courses in university, including microeconomics, macroeconomics, marketing principles, sales management, statistics, and so on. (大学期间我修了 50 多门课程,包括微观经济学、宏观经济学、市场原理、销售管理、统计学等。)

I: How did you get on with your studies in university? (你大学时成绩如何?)

A: I did well in university. I was one of the top students in the class. (我成绩非常好,我是班里最优秀的学生之一。)

I: What subject did you minor in? (你辅修过什么专业吗?)

A: I didn't minor in any subject when I was in university, but I attended English and computer courses. And I am currently studying finance in a training school. (我在大学期间没有辅修过,但参加过英语和计算机培训课程。目前我正在一个培训学校学习财政学。)

Dialogue 3

I: Have you received any degrees? (你有获得学位吗?)

A: Yes. In 1996 I received my Bachelor of Science degree from Hebei University, and in 2001 I received my MBA degree from Peking University. (有,1996 年我在河北大学获得了理学学士学位,2001 年在北京大学获得了工商管理硕士学位。)

I: How about your academic records at college? (你大学时学习成绩如何?)

A: In fact my records were excellent. My overall GPA was 9 on a 10 scale, which was the highest in my class. (事实上我每门课都非常优秀,我的总平均成绩按 10 分制是 9 分,是班里最高的。)

I: That's very impressive. Which course did you like best? (那可真不错哦。你最喜欢哪门课程?)

A: English. It was both interesting and useful, so I showed a great interest in it. (英语。因为这门课既有趣又实用,我对它很感兴趣。)

I: Can you tell me why you changed your major when you were a graduate student? (那你能告诉你读研究生时为什么要换专业吗?)

A: Because I am very interested in administration and I did take some courses in it. I also performed well in the subjects. Hence I believe that I can do a good job in this position. (因为我对管理非常感兴趣,而且我也学过这方面的课程,而且成绩非常好。因此,我相信我能做好这个职位。)

I: Did you get any honors and awards at college? (你大学时获得过荣誉和奖励吗?)

A: Yes. I was awarded a scholarship from the university every year. In 1995 I participated in the

National Contest of Maths Models and I won the prize. (获得过。每年我都获得学校奖学金,在 1995 年我参加了国家数学建模考试,并得了奖。)

五. 个人技能

Dialogue 1

I: Our advertisement says English competence is a key requirement of this position. Then how do you think of your proficiency in written and spoken English? (我们的招聘广告要求这个职位的应聘者应当具有相当好的英语水平,那么,你认为你的书面英语和口语能力如何呢?)

A: I have learned English for 10 years, and I have passed College English Test Band 4 and 6. My spoken English is fairly good enough to express myself fluently. (我已经学英语 10 年了,而且我通过了大学英语四级和六级,我能用英语口语把自己的想法流利地表达出来。)

I: What other foreign language do you speak? (你还能说其他别的外语吗?)

A: I did self-study of Japanese in college, and I can carry on some simple conversations in Japanese. (我在大学时自学过日语,我能用日语进行一些简单的对话。)

Dialogue 2

I: Have you obtained any certificate of technical qualifications or license? (你获得过技术资格证书或者执照吗?)

A: Yes, I have received an Engineer's Qualification Certificate and a driver's license. (是,我有工程师资格证书和驾照。)

I: How many years have you had the driver's license? (你获得驾照多长时间了?)

A: I have two years driving experience. (我已经有两年的驾龄了。)

I: That's good. What special skills do you have, can you tell me? (好,那你能告诉我你有什么特殊技能吗?)

A: I have experience in computer operation, proficiency in Microsoft Windows, Microsoft Word and Microsoft Excel. (我有电脑操作经验,熟悉微软 Windows, Word 和 Excel。)

I: What computer languages have you learned? (你学过哪种计算机语言?)

A: Visual C++, C and Delphi. (Visual C++, C 和 Delphi。)

I: Have you gotten any special training in programming? (你在编程方面受到过特殊培训吗?)

A: No, but I have database programming experience and network knowledge. (没有,但是我有数据库编程经验并具有网络知识。)

六. 工作经验

Dialogue 1

I: Do you have any work experience in this field? (你有这个行业的工作经验吗?)

A: Yes. After my graduation from university, I worked as a Customer Service Coordinator in a foreign representative office, and then I transferred to a joint venture as a Market Development Manager. So I am familiar with the market in China. (有,在我大学毕业后,我就到一家外企代理处做了一名顾客服务协调员,之后我转到一家合资企业做市场发展部经理,所以我对中国市场非常熟悉。)

I: What have you learned from the jobs you have had? (那你从以前的工作中学到了些什么?)

A: I learned to be patient when dealing with customers complaints and try my best to solve them. In addition, I learned at my previous jobs how to cooperate with my colleagues. (我学会了在处理客户的抱怨时要有耐心而且要尽力为他们解决困难。而且,我还学会了如何与同事共同合作。)

I: Does your current employer know you are looking for another job? (你现在的老板知道你在找另一份工作吗?)

A: No, I haven't discussed my leaving plans with my current employer, but I am sure he will release me. (不知道,我还没有和他讨论我要离职的计划,但我坚信他会让我走的。)

I: What is your impression of your present company? (你对你在这个公司印象如何?)

A: Very good. (非常好。)

I: What would your current colleague say about you? (你现在的同事会如何评价你呢?)

A: They would say I'm a dependable and hard worker. (他们会说我是一个值得信赖并且工作刻苦的人。)

Dialogue 2

I: What kind of jobs have you had? (你都做过什么工作?)

A: I have been a Production Manager. (我做过生产经理。)

I: How many years have you worked as a Production Manager? (你做了几年的生产经理?)

A: 3 years. (三年。)

I: Would you like to tell me something about your outstanding achievements? (能给我谈谈你的突出业绩吗?)

A: I had introduced an advanced product line, which increased the output and lessened the cost. (我曾经引进了一条先进的生产线,产量得到了提高,而且成本也降了下来。)

I: Wonderful. Then how many employers have you worked for? (非常不错,那你为几个雇主工作过?)

A: Frankly speaking, three. If your company employs me, it will be my fourth. (坦白地说,三个。如果我被贵公司录取,这将是我的第四份工作。)

I: Then have you received any award at your present company? (那你在目前这个公司获得过什么奖励吗?)

A: Yes. I was awarded the title of Advanced Worker last year. (有,去年我获得了“先进工作者”的称号。)

I: How would you evaluate the company you are with? (你将如何评价你现在的公司?)

A: Although I could not say that everything is perfect there, I still very much appreciate what the company has given me, especial many chances. (虽然我不能说它尽善尽美,但我仍然非常感谢它给了我很多,尤其是许多机会。)

I: How would your colleagues evaluate you? (你的同事会如何评价你呢?)

A: They would say I am a responsible friend and a capable colleague. (他们会说我是一个值得信赖的朋友和很有能力的同事。)

I: Can you get recommendations from your present employers? (你目前这个雇主能给你写推荐信吗?)

A: Yes, I have brought them with me. Here they are. (可以,我已经把它带来了,给你。)

I: Do you have any questions? (你有什么问题要问吗?)

A: I think that you have covered all the important points already. But if I have any questions later I will contact you. (我想你已经把所有重点都提到了,不过如果以后我有什么问题,我会与你联系的。)

七. 离职原因和应聘原因

Dialogue 1

I: I know in your resume that you have worked in your present company for 3 years, can you tell me why you want to leave your present job and join us? (从你的简历中, 我知道你已经在现在这个公司工作 3 年了, 能告诉我为什么你想辞去现在这个工作来我们公司吗?)

A: Because the job I am doing in my present company is of no challenge, but I like challenge. Your firm is a young organisation with many innovative ideas. It has been very successful in an expanding market since its establishment 10 years ago. Working for you would be exactly the sort of challenge I am looking for. (我离开这个公司是因为现在这个工作没有挑战性, 但我喜欢挑战。贵公司是一家具有创新精神的年轻公司, 自创建 10 年以来, 在市场拓展方面取得了巨大的成功。能为你们工作, 正是我所追求的那种挑战。)

I: Why do you think you are qualified for this position? (为什么你认为你能胜任我们公司这个职位呢?)

A: I have excellent communication skills and I am familiar with the procedures for the last company I worked for. Besides, I am a team player and have great interpersonal skills. (我的人际交往能力很强。在我工作的上个公司, 我熟练掌握了工作流程, 而且我具有团队精神和出色的人际关系技能。)

Dialogue 2

I: Why do you want to apply for a position in our company? Don't you like the present job? (为什么你要应聘我们公司这个职位, 你不喜欢你目前这个工作吗?)

A: I like the job and it is similar to the position I am applying for in your company, but the salary of my present job is too low, so I decided to leave. (我喜欢目前这个工作, 而且它和我在贵公司应聘的这个职位很相似, 但是我目前这份工作的薪水太低, 所以我想离开。)

I: Is that the only reason why you are leaving? (这是你想离职的唯一原因吗?)

A: No, another reason is that your operations are global, so I feel I can gain the most from working in this kind of environment. (不, 另一个原因是因为你们公司的运作是全球化的, 我觉得在这样一个环境中工作会收获最多。)

I: If you are hired, when will it be convenient for you to begin to work? (如果你被录用, 什么时候方便来本公司上班呢?)

A: If you like, tomorrow is ok. (如果你愿意, 明天就可以。)

Dialogue 3

I: How would you describe your ideal job? (你理想的工作是什么样的?)

A: I think the job should make use of the professional experience I have obtained, and offer me opportunity for advancement. (我认为应该能发挥我掌握的专业知识, 而且能为我提供升职的机会。)

I: Why do you think you might like to work for our company? (那你为什么认为你会喜欢在我们公司工作呢?)

A: I feel my background and experience are a good fit for this position and I am very interested. What's more, your company is outstanding in this field. (我认为我的背景和经验非常适合这个工作, 而且我对这个工作也非常感兴趣, 况且贵公司又是这个领域的佼佼者。)

I: What makes you think you would be a success in this position? (你怎么知道能胜任这份工作呢?)

A: My graduate school training combined with my experience as an intern should qualify me for this particular job. I am sure I will be successful. (我在研究所所受的训练, 加上实习工作经验, 应该使

我适合做这份工作。我相信我会成功的。)

I: How do you know about this company? (你是如何知道本公司的?)

A: Your company is very reputed in this city; I heard much praise to your company. (贵公司在本市很有名, 我听到很多对贵公司的好评。)

八.工作目标

Dialogue 1

I: Are you a goal-oriented person? (你是一个有明确目标的人吗?)

A: Yes, I am. I always make a plan before I do anything. (我是, 在做每件事之前我都做一个计划。)

I: Where do you want to be in 5 years? (你在五年内希望做到什么位置?)

A: I don't want to have a specific title. I just want to enjoy what I am doing. (我并不想要什么特别的头衔, 我只想做我喜欢做的事情。)

I: That sounds very reasonable. (听起来非常有道理。)

A: It's the most important thing to me. (这对我来说是最重要的。)

I: If you are hired, how long do you plan to stay with us? (如果你被录用, 计划在我们公司干多久?)

A: That obviously depends on how things go -- whether I'm suited to the firm and the firm to me. (这当然依事情的发展而定, 得看我和公司之间是否互相适合。)

I: Tell me about some of your recent goals and what you do to achieve them. (能说说你的近期目标以及如何去实现它吗?)

A: I want to put my knowledge and experience to use in a challenging position. In order to achieve this goal, I just want to work step by step. (我想把我的知识和经验运用到具有挑战性的工作中, 为了达到这个目标, 我只想一步一步地踏实工作。)

I: What is your long-range objective? (你的长远目标是什么?)

A: I haven't thought it over at all. (我还没有认真考虑过。)

I: What do you think is the most important thing when looking for a job? (在找工作时, 你认为什么最重要?)

A: I think the most important thing is the interest in the job. (我认为是对工作的兴趣。)

Dialogue 2

I: Could you project what you would like to be doing five years from now? (你能设想一下五年后你在做些什么吗?)

A: As I have some administrative experience from my last job, I may use my organizational and planning skills in the future. (因为我以前的工作积累了一些管理经验, 我希望将来能运用我的组织和计划才能。)

I: How do you plan to accomplish this? (你计划怎样来实现它呢?)

A: By doing everything necessary and for further study. (做任何需要做的事情以及继续深入学习。)

I: How long would you like to stay with this company? (你打算在本公司干多长时间?)

A: How long I will stay with the company depends on whether the company and I are satisfied with each other. (我在贵公司干多长时间决定于我和公司之间是否互相满意。)

I: What do you think of this industry's outlook in five years? (你认为五年内这个行业前景如何?)

A: I do believe this industry will be developed rapidly in 5 years time. (我相信在这五年中, 这个行业会迅猛发展的。)

Dialogue 3

I: How long do you plan to stay here? (你打算在这里工作多久?)

A: To speak frankly, it doesn't depend on me. (坦白地说,这不是我能决定的。)

I: How so? (为什么?)

A: I really want to obtain a permanent job. I won't leave as long as I have opportunity to apply my knowledge and get on well with my superiors and colleagues. (我真的很想拥有一个固定的工作,只要我有施展才能的机会,而且能和上级、同事相处得好,我就不会离开。)

I: What're your future plans and what kind of expectations do you have of the company? (你将来有什么计划?你对公司有什么期望?)

A: I know that generally it is possible to move from this position to a management position with two years' experience in the company and I would look forward to having the responsibility for training and supervising new members of staff. (我知道,通常情况下在贵公司具有了两年的工作经验后是有可能从现在的职位升到管理的位置。我希望能承担培训和监督新员工的职责。)

I: What is your typical workday like at your present job? (你现在这份工作每天基本上都做些什么?)

A: I arrive at 8 o'clock every morning, and I make a list of things I must do that day. (我每天早上八点到,然后把我当天要做的事情列出来。)

I: What then? (然后呢?)

A: Then I start work on my list. (然后我就按照列表工作。)

九.薪金期望

Dialogue 1

I: What is your salary at present? (你现在的薪水是多少?)

A: My present pay is 100,000 Yuan per year. (每年 10 万元。)

I: What are your salary expectations now? (你现在期望的薪水是多少?)

A: I like to be paid more than that. Hopefully, 120,000Yuan per year. (我希望能比原来的多些,希望是每年 12 万元。)

I: That'll a little more than we had planned. (这比我们原来计划的多一些。)

A: I think you'll find I'm worth that. (我想你们会发现我是值得拿那个薪水的。)

I: I can only offer you 110,000Yuan a year. Raises will be given after a three-month probation according to your performance. Is that satisfactory? (我们只能每年支付你 11 万元,三个月的试用期后根据你的表现我们会为你加薪的,这样你满意吗?)

A: Yes, it is quite reasonable. (我很满意。)

Dialogue 2

I: What's your expected salary? (你希望的薪酬是多少?)

A: I expect to be paid according to my abilities. (我希望根据我的能力支付薪酬。)

I: How do you feel about an annual salary of 100,000Yuan plus bonus. (你认为每年 10 万元外加奖金如何?)

A: That's a little less than I expected. But to me, the most important thing is the job and the people I will work with. Moreover, I am sure I will get a raise quickly depending on my background and

experience. (这比我期望的少一些,但对我来说,最重要的是这个工作以及将和我一起工作的人。而且,凭借我的背景和经验,我很快就能得到加薪的。)

I: That sounds very reasonable. (这样听起来很合理。)

A: By the way, how long is my probation? (顺便问一下,我的试用期多长?)

I: Generally it is 6 months and during this period you are half-paid. (一般来说是6个月,这段期间你只能拿到工资的一半。)

Dialogue 3

I: How much do you expect to earn? (你希望挣多少钱?)

A: I think salary is closely related to the responsibilities of the job. Shall we discuss my responsibilities with your company first? (我觉得工资是与工作的责任紧密相关的,我们能不能先谈我在贵公司需要承担的责任?)

I: If you are hired, you are in charge of the design of toys that can meet the needs of the American market. (如果你被录用,你将负责满足美国市场要求的玩具设计工作。)

A: I know it is a crucial position, but I can do it well. So I'm asking for 200,000 Yuan a year as a starting salary. (这是一个非常重要的职位,但我能做好,所以我要求一开始的年薪为20万元。)

I: Ok. (好吧。)

十.表示谢意

Dialogue 1

I: Hello, BCD Company, can I help you? (你好,这里是BCD公司,您需要帮助吗?)

A: Hello, may I speak to Mrs Smith? (你好,我可以和史密斯女士通话吗?)

I: This is Mrs Smith, may I have your name? (我就是史密斯,你叫什么?)

A: This is Sun, and I interviewed with you yesterday. (我是小孙,昨天和你面试过。)

I: Hello, Mr. Sun. (你好,孙先生。)

A: I am calling to thank you for giving me the interview for the Sales Manager position yesterday. (昨天你给了我面试销售经理一职的机会,我特意打电话向你表示感谢。)

I: You are welcome, Mr. Sun. (不用客气,孙先生。)

A: I really enjoyed meeting with you. (我非常高兴和您见面。)

I: You certainly made a good impression on me, as well. (你也给我留下了非常好的印象。)

A: I am very interested in this position. (我对这个职位非常感兴趣。)

I: We'll be making the decision by the end of this week and we'll contact you as soon as possible. (我们会在本周末做出决定的,到时我们会和你尽快取得联系的。)

A: Well, thank you for your time and consideration again. (好的,再次感谢您的时间和考虑。)

I: You are welcome. (不用客气。)

Dialogue 2

A: Hello, this is Sunlin. May I speak to Mrs Smith? (你好,我是孙林。我可以和史密斯女士通话吗?)

I: This is Mrs Smith. Can I help you? (我就是史密斯,需要什么帮助吗?)

A: I am calling to say thank you for the interview yesterday. (我是为昨天的面试向您表示谢意的。)

I: You are welcome. I am very impressed by your capability. (不用客气,你的能力给我留下了深刻的印象。)

A: Is there anything I should do? (我还需要做些什么吗?)

I: No, nothing. It's thoughtful of you to call me again. (不用,你能再次打来电话,已经想得很周到了。)

A: Thank you. Please call me at any time if you have any questions. (谢谢你,如果你有什么问题,请随时打电话给我。)

I: Ok, I will. Do you have any question? (好的,我会的。还有问题吗?)

A: No, thank you. Goodbye. (没有了,谢谢你,再见。)

I: Goodbye. (再见。)

Dialogue 3

A: This is Sunlin. Is this Mrs Smith speaking? (我是孙林,您是史密斯先生吗?)

I: Yes, what can I do for you? (是的,您有什么需要帮助的吗?)

A: I just want to call and say thank you for letting me interview yesterday. (我只是想打个电话对您昨天给予我面试机会表示感谢。)

I: You are welcome, Mr. Sun. (孙先生,不用客气。)

A: And I also want to know what the status is of the position. (我还想问一下目前这个职位的状况。)

I: Sorry, we haven't made the decision at all. But we should be making the decision by the end of this week. And we'll get in touch with you once we make it. (不好意思,我们还没有做出决定。但我们会在周末之前做出决定的,到时我们一做出决定就通知你。)

A: Do you have any questions we didn't cover in the interview? (您还有上次我们面试时没有提到的问题要问吗?)

I: No. (没有了。)

A: Thank you, I am looking forward to hearing from you. Bye-bye. (谢谢,我等待着您的消息。再见。)

I: Thank you for the calling. Bye-bye. (再见。)

十一.询问结果

Dialogue 1

A: Hi, may I speak to Mrs Smith, please? (你好,我可以和史密斯女士讲话吗?)

I: This is Mrs Smith. (我就是史密斯。)

A: Mrs Smith, how do you do? This is Sunlin. I interviewed with you a few days ago. (史密斯女士,你好,我是几天前和你面试过的孙林。)

I: Yes, Mr. Sun. (是的,孙先生。)

A: I am just calling to follow up on the status of the Sales Manager position. (我打电话只是想问一下销售经理这个职位的招聘状况。)

I: We haven't made any decision yet. Although we do have a couple we are looking at including you. (我们还没有做任何决定呢,但我们已有几个人选,其中包括你。)

A: I see. Well, I am very interested in this position. And if there is any additional information you need, please call me at any time. (我知道了。是这样,我对这个职位非常感兴趣。如果你还需要别的资料,请随时打电话给我。)

I: I certainly will. Thank you for calling. (当然会的,谢谢你打来电话。)

A: Thank you very much, too. (我也非常感谢你。)

Dialogue 2

A: Hello, may I speak to Mrs Smith? (你好,我可以和史密斯女士通话吗?)

I: Speaking. (我就是。)

A: Hi, Mrs Smith, this is Sunlin. You interviewed me a few days ago. (你好, 史密斯女士, 我是孙林, 几天前你面试过我。)

I: I know, can I help you? (我知道了, 你有什么事吗?)

A: I am just following up to see if you have made a decision concerning the Sales Manager position. (我只是想知道关于销售经理一职你们是否已经做出了决定。)

I: Unfortunately, we have been working to meet a deadline. So we haven't made any decision. (很抱歉, 我们一直在忙着一个就要到期的工作, 所以还没有作任何决定。)

A: Do you have any idea when you might arrive at a decision? (那你知道你们什么时候会作出决定吗?)

I: I hope by next weekend. (我希望是在下个周末之前吧。)

A: All right, thank you. (那好, 谢谢你。)

I: You are welcome. Goodbye. (不客气, 再见。)

A: Goodbye. (再见。)

十二. 谢绝职务

Dialogue 1

I: Hello, is that Mr. Sun? This is Mrs Smith with ABC Corp. (你好, 孙先生吗? 我是 ABC 公司的史密斯女士。)

A: Yes, this is Sunlin. (是的, 我是孙林。)

I: I'm like to tell you that you can come to work for us. (我想告诉你你可以来我们公司工作了。)

A: Oh, I am sorry, but I just accepted another offer that I feel is more suitable to my needs. (哦, 很抱歉, 我刚刚接受了另一个我认为更符合我要求的工作。)

I: I see. (我知道了。)

A: I really appreciate your offer, but I must decline it. (非常感谢贵公司的录用, 但我不得不拒绝它。)

I: You are welcome. Please call us if you change your mind. (不用客气, 如果你改变了主意, 可以打电话给我们。)

A: I will. Thank you. (我会的, 谢谢你。)

Dialogue 2

I: Mr. Sun, this is Mrs Smith at ABC. I am calling to offer you the Sales Manager position. I am wondering if you are still interested in it. (孙先生, 我是 ABC 公司的史密斯女士。我打电话是想告诉你销售经理一职你已被录用了。我不知道你还有没有兴趣。)

A: Frankly speaking, I have been thinking that the position is not right for me. (坦白地说, 面试后我一直认为这个工作不适合我。)

I: Really, what changed your mind? (是吗, 是什么让你改变了主意?)

A: I think there is too much responsibility for me. I wonder if I can handle it. (我认为这份工作要承担的责任太多了, 我不知道能否应付得了。)

I: I am sure you can. (我相信你能应付的。)

A: But I have my doubts, and I don't want to accept a position that I don't think I will be happy in. (但我怀疑我自己, 我不想接受一份自己感到不快乐的工作。)

I: You are right. (你说得对。)

A: But thank you for the offer. Good luck. (但还是非常感谢你的录用。祝你好运。)

Dialogue 3

A: Hello, this is Sunlin, may I speak to Mrs. Smith? (你好,我是孙林,我可以和史密斯女士讲话吗?)

I: Yes, this is Mrs Smith. Mr. Sun, have you received our letter? (我就是史密斯。孙先生,你收到我们给你的信了吗?)

A: Yes, Mrs Smith. I am just calling to thank you for your offer. But I am sorry to tell you I have accepted another position. (我收到了,我打电话就是感谢贵公司的录用,不过非常遗憾地告诉你,我已经接受了另一个职位。)

I: May I ask why? (我可以问为什么吗?)

A: I really think that position suits my educational background better. What's more, that company will supply me with an apartment, you know I haven't my own house and I have to rent. (我觉得那个职位非常符合我的教育背景,而且那个公司会为我提供一套住房,我没有自己的房子,必须租房子住。)

I: I see. (我明白。)

十三.个人才能

Mature,dynamic and honest. (思想成熟、精明能干、为人诚实。)

Excellent ability of systematical management. (有极强的系统管理能力。)

Ability to work independent1y,mature and resourceful. (能够独立工作、思想成熟、应变能力强。)

A person with ability plus flexibility should apply. (需要有能力及适应力强的人。)

A stable personality and high sense of responsibility are desirable. (个性稳重、具高度责任感。)

Work well with a multi-cultural and diverse work force. (能够在不同文化和工作人员的背景下出色地工作。)

Bright,aggressive applicants. (反应快、有进取心的应聘者。)

Ambitious attitude essential. (有雄心壮志。)

Initiative,independent and good communication skill. (积极主动、独立工作能力强,并有良好的交际技能。)

Willing to work under pressure with leadership quality. (愿意在压力下工作,并具领导素质。)

Willing to assume responsibilities. (应聘者须勇于挑重担。)

Mature,self-motivated and strong interpersonal skills. (思想成熟、上进心强,并具极丰富的人际关系技巧。)

Energetic, fashion-minded person. (精力旺盛、思想新潮。)

With a pleasant mature attitude. (开朗成熟。)

Strong determination to succeed. (有获得成功的坚定决心。)

Strong leadership skills. (有极强的领导艺术。)

Ability to work well with others. (能够同他人一道很好地工作。)

Highly-motivated and reliable person with excellent health and pleasant personality. (上进心强又可靠者，并且身体健康、性格开朗。)

The ability to initiate and operate independently. (有创业能力，并能独立地从业。)

Strong leadership skill while possessing a great team spirit. (有很高的领导艺术和很强的集体精神。)

Be highly organized and effecient. (工作很有条理，办事效率高。)

Willing to learn and progress. (肯学习进取。)

Good presentation skills. (有良好的表达能力。)

Positive active mind essential. (有积极、灵活的头脑。)

Ability to deal with personnel at all levels effectively. (善于同各种人员打交道。)

Have positive work attitude and be willing and able to work diligently without supervision. (有积极的工作态度，愿意和能够在没有监督的情况下勤奋地工作。)

Young, bright, energetic with strong career-ambition. (年轻、聪明、精力充沛，并有很强的事业心。)

Good people management and communication skills. Team player. (有良好的人员管理和交际能力。能在集体中发挥带头作用。)

Able to work under high pressure and time limitation. (能够在高压力和时间限制下进行工作。)

Be elegant and with nice personality. (举止优雅、个人性格好。)

With good managerial skills and organizational capabilities. (有良好的管理艺术和组织能力。)

The main qualities required are preparedness to work hard, ability to learn, ambition and good health. (主要必备素质是吃苦耐劳精神好、学习能力优、事业心强和身体棒。)

Having good and extensive social connections. (具有良好而广泛的社会关系。)

Being active, creative and innonative is a plus. (思想活跃、有首创和革新精神尤佳。)

With good analytical capability. (有较强的分析能力。)

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