

English at Work 白领英语  
Interview Language 面试常用语  
Episode 1: The Interview 第一集: 面试

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**Narrator:** 扶好了! **Anna** 刚上了公车, 准备去伦敦 **Tip Top** 贸易公司参加面试。这家公司发展很快, 急需很多销售人员。**Anna** 今天面试的职位是销售专员。**How are you feeling Anna?**

**Anna:** Oh, a little nervous but I really want this job.

**Narrator:** 别紧张, 只要你能正常发挥, 肯定没问题。Just say the right things, you'll be fine!

**Anna:** The right things!? Like what?

**Narrator:** 记得要做自我推荐, 要有信心但不能给人傲慢的感觉, 还要多举些实际的例子来证明自己的工作能力。比如:

我想到一个好例子 *a good example that comes to mind.*

让我感到自豪的是... *I'm particularly proud of.*

我一向很守时。 *Timekeeping is important to me.*

**Anna:** Oh right. Thanks. Perhaps you can come with me?

**Narrator:** **Anna**, 现在全靠你自己了。我会悄悄的替你加油鼓劲。说着就到了。祝你好运气。

**Paul:** Come in. Hello, I'm Paul, the Manager of Tip Top Trading. And you must be....

**Anna:** It's Anna.

**Paul:** Yes, very good. Thanks for coming. Now somewhere in this pile, I've got your CV...

**Anna:** Err, is that it there?

**Paul:** Oh yes, thanks Hannah. Your qualifications look impressive but what sales experience can you bring to our company?

**Anna:** I worked in a shop once.

**Narrator:** Anna, 这是一个好机会, 赶快举个实际的例子...

**Anna:** Oh right... mmm...well a good example that comes to mind is when I was involved with a campaign to promote and sell a new range of clothes – I loved doing it and it was...

**Denise:** Oh sorry, excuse me. Here's your tea Paul.

**Paul:** Thanks Denise. Now Anna, it looks like you've achieved a lot during your time at university. Could you give me an example of good team working during your time there?

**Denise:** Sorry! I forgot the sugar.

**Paul:** Thank you Denise.

**Anna:** Hmm, so you want an example? I was the treasurer of the debating society at university. That was OK I suppose.

**Narrator:** 加油, Anna. 要更热情点— 谈谈你在辩论俱乐部里具体做了些什么。

**Anna:** I mean... I'm particularly proud of how I organised the finances for the debating society. We had a very small budget and I had to make decisions on what to buy.

**Narrator:** 好样的! I'm particularly proud of – 恰到好处, 很肯定, 但不给人很自傲的感觉。继续。

**Paul:** Very impressive – so you're a good planner, Anna! We like organised people here (*knocks tea over*).... ooops, silly me. I seemed to have spilt tea over your CV.

**Anna:** Oh, do you need some help?

**Paul:** Oh no... I'm sure it'll dry out... carry on please...

**Anna:** Also...timekeeping is important to me...

**Narrator:** timekeeping is important to me – 很好!

**Anna:** I always try to complete my work on time. At university I never handed my assignments in late.

**Paul:** That's good to hear. We like punctuality here....

**Denise:** Excuse me Paul. Sorry it's a bit late – but I thought you might like a biscuit with your tea.

**Paul:** Hmm thanks....oh lovely, custard creams...mmm. Now Hannah, finally I wanted to ask you what exactly made you apply for this job at this company?

**Anna:** Errrr... ooo... well. The reason I applied is....

**Narrator:** 怎么了, **Anna**? 你需要更多时间吗?

**Anna:** Errr... mmm...

**Narrator:** 她会说什么呢? 那你又会怎么回答这个问题? 请留意下期节目。在本期节目结束前, 一起来回顾下**Anna**在面试中用到的词汇和短语。

*A good example that comes to mind  
I'm particularly proud of.  
Timekeeping is important to me.*

下次节目再见!

- **听力挑战 - 答案**

**Anna** 上大学时参加了辩论俱乐部, 她在俱乐部的职位是什么?  
她曾担任 **treasurer** – 财务主管。