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阅读原文

https://www.100test.com/kao_ti2020/151/2021_2022_DailyOffic_c85_151339.htm Miss Melita Fagurian telephoned Opal to enquire about the advertisement for a junior secretary. Opal asked her a number of questions , including when she could come for an interview , Today we shall first hear Opal telling Mr Ballito about the telephone conversation with Melita and then we shall listen to the interview itself. Here are Opal , Ballito and Melita. OPAL : Mr Ballito. MR BALLITO : Yes , Opal. OPAL : A Miss Melita Fagurian telephoned this morning in answer to our advertisement for a Junior Secretary. MR BALLITO : What did she sound like ? OPAL : She sounded very nice on the telephone. She spoke very clearly. She has been working as a shorthand-typist at the National Bank for the last two years. MR BALLITO : Did you ask her to come for an interview ? OPAL : Yes , shes coming next Thursday at four oclock. MR BALLITO : Good. Have you sent her a copy of our Conditions of Service ? OPAL : Yes , she asked about salary and hours of work , so I said I would send her a copy. MR BALLITO : Fine. And have you sent her an application form ? OPAL : Yes , I have , and shes going to bring it with her when she comes for an interview next Thursday. MR BALLITO : Good. When she arrives , give her a short dictation and typing test. let me know how she gets on with it. If you think shes satisfactory , Ill interview her myself. OPAL : Very well , Mr Ballito. If all goes well , Ill bring her to meet you at half-past four. (FADE) Come in.

(DOOR OPENS) (DOOR CLOSES) MELITA : Good afternoon. I have an appointment with Miss Karli at four oclock.

OPAL : Thats right. Im Miss Karli. You must be Melita Fagurian. Do come in and sit down. MELITA : Thank you very much. OPAL : I sent you an application form. Did you receive it ? MELITA : Yes , I did. Ive completed it and brought it with me. Here it is.

OPAL : Oh thank you very much. I also sent you a copy of our Conditions of Service. MELITA : Yes , Ive read it through. OPAL : Did you understand it ? MELITA : Yes , thank you. OPAL : So now you know all about our working hours , holiday arrangements and salary scales. Or are there any questions you want to ask ? MELITA : No , thank you , everything was explained very clearly. OPAL : Good. Now let me tell you something about the job and the Company. Mr Ballito is the Managing Director of the Company and Im his secretary. I have a great deal of work to do so Mr Ballito his decided to employ a junior secretary to help me.

MELITA : Oh I see. So my work would be to help you ? OPAL : Yes , you would answer the telephone , do the filing and some shorthand-typewriting. Can you use a duplicator ? MELITA : Yes , I ve learnt how to type stencils and run off copies on a duplicator at the Bank. OPAL : Oh , good. Now , Im going to give you a short dictation and typing test , and then Mr Ballito wants to see you. MELITA : Thank you.

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