

DailyOfficeRoutine (IV) PDF转换可能丢失图片或格式 , 建议
阅读原文

https://www.100test.com/kao_ti2020/151/2021_2022_DailyOffic_c85_151349.htm In this part we are going to find out how Melita got on with her dictation and typing test. We are also going to hear her interview with Mr Ballito. Opal has just introduced Miss Melita to Mr Ballito. And here is Mr Ballito telling to her. MR BALLITO : Thank you Opal. (DOOR CLOSES) Good afternoon , Miss Fagurian , do sit down. MISS FAGURIAN : Good afternoon , Mr Ballito.Thank you very much. MR BALLITO : Now Miss Fagurian , Miss Karli has just given me your application form and your dictation and typing test. MISS FAGURIAN : I hope theyre all right. MR BALLITO : Yes , theyre fine. Now , Im going to ask you a few questions. Where did you learn shorthand - typing , Miss Fagurian ? MISS FAGURIAN : I took a one-year course at the Dongali Secretarial College. MR BALLITO : I see. What other subjects did you learn ? MISS FAGURIAN : English and Office Practice. MR BALLITO : So you know about what happens in an office but do you know anything about secretarial work ? MISS FAGURIAN : No , I havent studied private secretarial work but your advertisement said secretarial training would be provided. MR BALLITO : Thats quite right. You would learn a lot from Miss Karli , shes an excellent secretary. MISS FAGURIAN : Oh , yes , Im sure I. could learn a lot from Miss Karli. I also want to improve my English. MR BALLITO : Yes , foreign languages are important for all office workers.I would like you to go to evening classes. The

Company would pay your fees. MISS FAGURIAN : Oh , that would be very nice. Thank you. MR BALLITO : Youve seen a copy of our Conditions of Service , havent you ? MISS FAGURIAN : Yes , Mr Ballito. MR BALLITO : So youve no , questions about salary , holidays , hours of work and so on. MISS FAGURIAN : No , thank you. Those points were explained very clearly. MR BALLITO : Good , and have you any other , questions ? MISS FAGURIAN : No thank you , Mr Ballito. I think I understand all about the job now. MR BALLITO : Well , Miss Fagurian , I have only two more question , to ask you. The first is , Do you think you would like to work here ? MISS FAGURIAN : Yes , I think I would like to work here very much indeed. MR BALLITO : And when could you start work ? MISS FAGURIAN : Well I have to give the Bank two weeks notice. MR BALLITO : I see. Well , the next thing I must do is to take up your references. MISS FAGURIAN : Take up my references ? MR BALLITO : Yes , its a rule of the firm. What I mean is this : Before we employ somebody , we always ask their present employer for a report on their work. MISS FAGURIAN : Do all firms do that ? MR BALLITO : Oh , yes , its normal business practice. Now I see from your application form that Mr Kola is your present Employer. MISS FAGURIAN : Yes , he is. MR BALLITO : Then Ill ask him to give you a reference. Ill write to you within a day or two. MISS FAGURIAN : I shall look forward to hearing from you. MR BALLITO : Well , I think thats all , Miss Fagurian Thank you very much for coming. MISS FAGURIAN : Thank YOU Mr Ballito. Goodbye. MR

BALLITO : Oh , goodbye , Miss Fagurian. 100Test 下载频道开通 , 各类考试题目直接下载。详细请访问 www.100test.com