

办公英语系列-InterviewEnglish英语面试经验谈3 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/205/2021_2022__E5_8A_9E_E5_85_AC_E8_8B_B1_E8_c39_205033.htm Q : Could you

project what you would like to be doing five years from now ? 你能预料五年后你会做什么吗 ? A : As I have some administrative

experience in my last job , I may use my organizational and planning skills in the future. 我在上一个工作中积累了一些行政

经验 , 我将来也许要运用我组织和计划上的经验和技巧。 A : I hope to demonstrate my ability and talents in my field

adequately. 我希望能充分展示我在这个行业的能力和智慧。 A

: Perhaps , an opportunity at a management position would be exciting. 也许有机会 , 我将会从事管理工作。 如果不愿正面

回答 , 也可以说 : It would be premature for me to predict this. 现在对此问题的预测 , 尚嫌过早。 甚至还可以打趣的说 :

Hypothetically speaking , I might be able to do your current job as a director. 或 CEO 或 president 说不定 , 我也能做你现在主任的

工作呢 ! Q : What range of pay-scale are you interested in ? 你喜欢那一种薪水层次标准 ? A : Money is important , but the

responsibility that goes along with this job is what interests me the most. 薪水固然重要 , 但这工作伴随而来的责任更吸引我。 假如你有家眷 , 可以说 :

To be frank and open with you , I like this job , but I have a family to support. 坦白地说 , 我喜欢这份工作 , 不过我必须负担我的家庭。 Other Tips 其它建议

Know something about the organization you are applying to. 了解一些你申请工作单位的情况 Dress properly. Dont shake hand

Handshake properly. Dont shake hand

with the interviewer until he/she extends his/her hand. 穿着要得体，人家伸手时才握手。 Dont sit down until invited to do so by the interviewer. 人家未请，先坐下。 Make eye-contact with the interviewer during the interview. 面试时，眼睛要看着对方。 Listen actively and stay calm. 注意听，保持冷静。 If invited to a meal, be especially careful about your table manners. 被邀吃饭时，要特别注意餐桌礼节。 Dont talk with your mouth full. 嘴里有食物，不可开口说话 Dont make much noise while you eat. 吃东西不要出声音 Dont blow your nose or use the toothpick at table. 不要拧鼻涕或用牙签剔牙 Dont appear to be pushy or overly anxious to get a job. 不必过分表现急着要工作 Be honest but not too modest. 要诚实，但不必太谦虚 Dont put yourself down or cut yourself up. 不可妄自菲薄或自贬 Try to avoid discussing politics or religion with your interviewer. 避免与面试官谈政治或宗教 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