

办公英语系列-InterviewEnglish英语面试经验谈2 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_](https://www.100test.com/kao_ti2020/205/2021_2022__E5_8A_9E_E5_85_AC_E8_8B_B1_E8_c39_205035.htm)

[E5_85_AC_E8_8B_B1_E8_c39_205035.htm](https://www.100test.com/kao_ti2020/205/2021_2022__E5_8A_9E_E5_85_AC_E8_8B_B1_E8_c39_205035.htm) Q : What personality

traits do you admire ? 你欣赏哪种性格的人 ? A : I admire a person who is honest , flexible and easy-going. 诚实、不死板而且容易相处的人。

A : I like people who possess the "can do" spirit.

有“实际行动”的人。 Q : What leadership qualities did you

develop as an administrative personnel ? 作为行政人员，你有什么样的领导才能 ?

A : I feel that learning how to motivate people and to work together as a team will be the major goal of my

leadership. 我觉得学习如何把人们的积极性调动起来，以及如何配合协同的团队精神，是我行政工作的主要目标。

A : I

have refined my management style by using an open-door policy. 我以开放式的政策，改进我的行政管理方式。

Q : How do you normally handle criticism ? 你通常如何处理人的批评 ?

A :

Silence is golden. Just don't say anything ; otherwise the situation

could become worse. I do , however , accept constructive

criticism. 沈默是金。不必说什么，否则情况更糟，不过我会接受建设性的批评。

A : When we cool off , we will discuss it

later. 我会等大家冷下来再讨论。 & nsp ; Q : What do you

find frustrating in a work situation ? 在工作中，什么事令你不高兴 ?

A : Sometimes , the narrow-minded people make me

frustrated. 胸襟狭窄的人，有时使我泄气。 A : Minds that are

not receptive to new ideas. 不能接受新思想的那些人。 Q : How

do you handle your conflict with your colleagues in your work ? 你

如何处理与同事在工作中的意见不和？ A： I will try to present my ideas in a more clear and civilized manner in order to get my points across. 我要以更清楚文明的方式，提出我的看法，使对方了解我的观点。 Q： How do you handle your failure？ 你怎样对待自己的失败？ A： None of us was born "perfect". I am sure I will be given a second chance to correct my mistake. 我们大家生来都不是十全十美的，我相信我有第二个机会改正我的错误。 Q： What provide you with a sense of accomplishment. 什么会让你有成就感？ A： Doing my best job for your company. 为贵公司竭力效劳。 A： Finishing a project to the best of my ability. 尽我所能，完成一个项目。 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