

求职英语300句Lesson1(2) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/213/2021_2022__E6_B1_82_E8_81_8C_E8_8B_B1_E8_c96_213622.htm Dialogue 3A: Excuse me.

May I see Mrs. Smith? I: Its me. What can I do for you? A: Nice to meet you, Mrs. Smith. I coming here for an interview by

appointment. I: Are you Mr. Wu? A: Yes, I am. I: Nice to meet you,

too. Did you have any difficulty finding our company? A: Not really, I am familiar with this area. A: 不好意思，我可以见史密斯女士吗

? I: 我就是，需要我帮忙吗? A: 很高兴见到你,史密斯女士。

我是应约来面试的。 I: 你是吴先生吧? A: 是的，我是。 I: 我

也很高兴见到你。找我们公司困难吗? A: 没有，我对这一带

很熟悉。 WORDS AND EXPRESSIONS 关键词 interview 面试

request 需要，要求 as requested 应邀 assistant 助理的，辅助的；

助手 as soon as possible 尽快 colleague 同事 appointment 约会，约

定 fluent 流利的，流畅的 by appointment 按约定 be familiar with

熟悉 NOTES 注释这是面试开始时常用到的几个场景。面试可能

是一对一进行，也可能是集体面试，一般之前都有预约。

注意不同场合下的几个关键用语：（提前预约过）“ I come

here for an interview by appointment. ” 或者 “ I am coming to your

company for an interview as requested. ”。如果是集体面试，主

考官会轮流叫人，进入房间后只要自己介绍就可以了。如果是

第一次登门拜访,则需要说明你的来意和一些相关情况，比如

你是从广告上看到的招聘启事或者是经人推荐的，一定要

说清楚。句型有：“ Excuse me, please. I wish to apply for the

vacancy advertised in the morning newspaper yesterday. Has the

vacancy been filled? ” 或者 “ I was referred to your company by Mr.White, your manager. ” 。 SUBSTITUTION EXERCISES替换练习

1) It nice to see you.Nice to see you.Glad to see you.Nice to meet you.见到你很高兴。 2) I am Margaret Smith, the assistant manager.the personnel managerthe administration Managerthe area representative我是Margaret Smith , 经理助理人事经理行政经理地区代表

3) Did you have any difficulty finding our company?Did you have any trouble findingIs it convenient for you to findIs it easy for you to find你找到我们公司有困难吗? 有没有遇到什么麻烦找到我们公司? 找到我们公司方便吗? 找到我们公司容易吗? 4) I am coming to your company for an interview as requested.by appointment.as invited.是你们要求我过来贵公司面试的。我是按预约过来贵公司面试的。我应邀来贵公司面试的。

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