

面试英语实况范例：办公室文员 PDF转换可能丢失图片或格式，建议阅读原文

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I: May I help you?G: Yes, Ive come to apply for the position as office clerk. I: Im Edward Snow, the manager of Human Resource Department. May I ask your name?G: My name is Lifen Gu. How do you do, Mr. Snow?I: Im glad to meet you, Miss Gu. Please take a seat.G: Thank you, sir.I: May I ask why you are interested in working at this company?G: I want to work in a foreign company.I: Is that the only reason?G: Well, Id like to have experience in speaking English.I: I see. We cant teach you English here, However. How is your English ability?G: Not bad.I: Have you taken English conversation lessons?G: No. But I studies English in junior middle school and vocatoinal high school.I: Did you have any foreign teachers?G: No, I didnt.I: Have you had any office experience?G: A little. Last summer I had a full-time job in a privately-owned enterprise.I: What did you do there?G: I did only simple jobs, such as serving tea, tidying up the office, a little typing on the computer, and so on.I: How fast can you type?G: I can type 65 words per minute.I: Have you learned English filing?G: Pardon. I didnt understand you.I: Can you file in English?G: I dont know, but Id be glad to learn.I: I see. Do you think you could handle telephone calls in English?G: If it is ordinary conversation, I think I would understand.I: In this job you would be expected to answer the phone

and sometimes take messages. The job involves a lot of typing and filing. Sometimes you'd have to make photo-stated copies and send facsimiles to our head office in England. Incidentally, can you operate a photostat and a fax machine?G: Yes, I can.I: Where did you learn to operate these machines?G: I learned to operate them in my fathers office.I: What school did you graduate from?G: I graduated from Nanjing No. 2 Vocational High School.I: Do you have any references?G: You can call my teacher.I: How long do you intend to work here, Miss Gu?G: Ill probably work until I get married but Id like to take some time off to travel before settling down.I: We prefer our girls to stay for several years at least. Do you have any questions?G: Are there any social activities for the staff members?I: No, Im afraid not. Working here is strictly a business proposition. We expect our employees to work hard and they are paid well for it. We give generous bonuses, too. Would you be able to work every Saturday?G: I was hoping to find a job where I wouldnt have to work on Saturdays.I: I see. Well, frankly speaking, I think we need someone with a littel more experience to handle this job. Im afraid you might have some difficulty with the telephone calls in English. I suggest you learn English conversation well before you try working in a foreign company.G: I see. Thank you for talking with me.I: Thank you, Miss Gu, for your interest in our company. Good luck to you.G: Thank you, Mr. Snow. 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](http://www.100test.com)