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https://www.100test.com/kao_ti2020/225/2021_2022__E6_B1_82_E8_81_8C_E8_8B_B1_E8_c85_225751.htm 孙女士有多年的秘书

工作经验。今天她来到一家公司面试。 A=Applicant

I=Interviewer R: Good morning, madam. Can I help you? 早上好，女士，需要我帮忙吗？ A: Good morning. I am Sunfang.

Yesterday Mr. Smith told me to come for a job interview this morning. Is he available now? 早上好，我叫孙芳。昨天史密斯先生通知我今天早上来面试，他现在有时间吗？ R: Yes, he is

waiting for you in Room 123. 有，他正在123房间等你。 A:

Thank you very much. 非常感谢你。 A: May I come in? 我可以进来吗？ I: Come in, please. 请进。 A: Good morning, Mr. Smith. I

am Sunfang coming for an interview. 早上好，史密斯先生。我是孙芳，来面试的。 I: Nice to see you. Take a seat, please. 很高兴

见到你。请坐。 A: Thank you. 谢谢。 I: We have been looking over your application. I see you have got several years experience in

secretarial work. What kind of work did you do in your previous job? 我们已经仔细看过你的申请表了，我知道你已经有几年的

的文秘工作经验。你以前的工作具体做什么？ A: I mainly did typing, filing, answering telephone calls and such routine work in the

beginning. I started the job as a junior secretary, but within the year I was promoted to senior secretary of Southeast Company. I drafted

business correspondence for the general manager. 开始主要是打字、文件归档、回电话等日常工作。刚开始工作时我是初级秘书，不过在一年内我被东南公司提升为高级秘书。我为总经

理人起草商务信件。

理起草商业信件。 I: Then whats the reason that promoted you to leave Southeast Company? 那什么原因促使你离开东南公司呢? A: Last month the company moved to Guangzhou for further development. I was reluctant to relocate because I love Nanjing so much. 上个月公司搬到了广州去发展。我很喜欢南京, 不想重新安家。 I: Tell me what you know about our company. 能说说你对我们公司的了解吗? A: Your company is the leading dealer in the import and export of cosmetics. Also, you have a reputation for being a good company to work for and you are in last years top 500 Employers list. 贵公司在化妆品进出口方面是最主要的经销商, 而且你们公司名声很好, 值得为其工作, 还有你们公司上了去年最佳500名雇主的名单。 I: Tell me three positive qualities your coworkers would use to describe you and your work style. 说说你的同事评价你的为人以及工作方式的三个积极方面。 A: First theyll say I am very punctual. Theyll also say I am a cheerful person to work with. I dont bring my problems to work. I try to have a positive attitude about work. And thirdly, they will say I am flexible. I accept change easily. 首先他们会说我是一个非常守时的人。他们也会说和我一起工作很愉快。我从不把个人的麻烦带到工作中。我努力以积极的态度来工作。第三, 我处事很灵活--我很容易接受变化。 I: Tell me something about your education. 说说你的教育背景吧。 A: I graduated from Yangzhou Junior College. Now I am attending evening classes in Nanjing Radio & TV University three times a week. My major is International Trade. I have already passed over half of the compulsory courses and five optional courses, and expect to receive a BA degree next year. 我

毕业于扬州专科学校，现在正在上南京广播电视大学的夜校，每周去三次，我学的专业是国际贸易。我已经通过了一半必修课和5门选修课，有望明年拿到文学学士学位。 I: I see you are an ambitious young lady. I wish you can make greater progress in the future. 看得出你很有雄心，祝愿你在将来取得更大的进步。 转贴于：考试大_BEC考试 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