

秘书资格考试技巧心得：面试礼仪用语中英文对照 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/246/2021_2022__E7_A7_98_E4_B9_A6_E8_B5_84_E6_c39_246523.htm 面试礼仪用语中英文对照

Make eye-contact with the interviewer during the interview. (面试时，眼睛要看着对方。) Be honest but not too modest. (要诚实，但不必太谦虚) 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. Don ' t 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。) Don ' t sit down until invited to do so by the interviewer. (人家未请，先坐下。) 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。) Don ' t talk with your mouth full. (嘴里有食物，不可开口说话) Don ' t make much noise while you eat. (吃东西不要出声音) Don ' t blow your nose or use the toothpick at table.(不要拧鼻涕或用牙签剔牙) Don ' t appear to be pushy or overly anxious to get a job. (不必过分表现急着要工作) Don ' t 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. (避免与面试人谈政治或宗教) 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