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， 建议阅读原文

[https://www.100test.com/kao\\_ti2020/254/2021\\_2022\\_AboutYourA\\_c96\\_254213.htm](https://www.100test.com/kao_ti2020/254/2021_2022_AboutYourA_c96_254213.htm) Key Sentences ( 重点句子 ) 235.What is your greatest strength? 你的最大长处是什么? 236.I manage my time perfectly so that I can always get things done on time. 我极懂分配时间，因此总能准时完成任务。 237.I suppose a strong point is that I like developing new things and ideas. 我想我有一个优点就是喜欢创新。 238.I can take on jobs that bother other people and work at them slowly until they get done. 我能承担别人认为烦恼的工作，然后慢慢努力，直到把工作完成为止。 239.What are your weak points? 你的缺点是什么? 240. When I think something is right , I will stick to that.Sometimes it sounds a little stubborn but I am now trying to find a balance between insistence and compromise. 若我认为某件事情是对的，我会坚持到底。有时候，这显得有点顽固，因此我正努力在执着与妥协之间寻求平衡。 241.As a young girl , Im a bit shy around people.That is my weakness. But Im patient both with people and my work. 作为年轻女孩，我在众人面前有点害羞，这是我的不足。但是我对人和对工作都有耐心。 242. Well , Im afraid Im a poor talker , and thats not very good , so Ive been learning how to speak in public. 嗯，我这个人恐怕不善言谈，这样不好，所以我一直在学怎样在众人面前讲话。 243.What are your greatest achievement? 你最大的成就是什么? 244.Can you work under pressure? 你能在压力下工作吗? 245.Yes , I find it stimulating. 能，我认为它具有鼓舞作用。 246.What are the problems you

have encountered in your job? 你在工作中曾遇到过哪些困难?

247. As an editor, I have to proofread numerous articles. This is a fairly repetitive job, so it's easy to overlook mistakes. 作为一个编辑, 我经常有大量稿件要校对, 这是一项重复而单调的工作, 极容易忽略某些错误。

248. How do you deal with those who you think are difficult to work with? 你怎样应付哪些你认为难以合作的人?

249. I stick to my principles and keep to rule. 我会坚持原则和谨守规则。

250. Sometimes, they are just lack of enthusiasm and I got them involved with something constructive. Some of them changed their attitude later. 有时候, 他们只是缺乏工作热情, 当我安排他们处理一些建设性的工作时, 一些人改变了原来的态度。

Dialogue A (I = Interviewer 主试人 A = Applicant 受试人)

I: What is your greatest strength? A: I think I am very good at planning. I manage my time perfectly so that I can always get things done on time.

I: What are your weak points? A: When I think something is right, I will stick to that. Sometimes it sounds a little stubborn but I am now trying to find a balance between insistence and compromise.

I: What are your greatest accomplishment? A: Although I feel my greatest accomplishments are still ahead of me, I am proud of my involvement with the International Business Conference93 project. I made my contribution as part of that team and learned a lot in the process.

I: Can you work under pressure? A: Yes, I find it stimulating. However, I believe in planning and proper management of my time reduce panic deadlines.

I: Are you more of a follower or a leader? A: I don't agree with someone else's opinion

if I think hes wrong , but when I understand his thinking and see he has some good ideas , then Im very happy to go along with him.

Dialogue B I : What are your strong points ? A : I have very strong observation power.I can generate interesting ideas from minor things and once the idea is formed , I have strong urge to put it into action.

I : What is your weakness ? A : I always give each job my best efforts , so when others are not pulling their weight , I would be frustrated. I : Are you more of a follower or a leader ? A : I dont try to go ahead of people and lead them. Id rather cooperate with everybody else , and get the job done by working together. I

: What are the problems you have encountered in your job and how do you solve them ? A : As an editor , I have to proofread numerous articles. This is a fairly repetitive job , so its easy to overlook mistakes. Lots of people do. But I always look for them and it keeps me alert and motivated so I do a better job. I : How do you deal with those who you think are difficult to deal with ? A : I stick to my principles and keep the rules. Sometimes , they are just lack of enthusiasm and I got them involved with something constructive. Some of them had changed their attitude later. Notes注释

1.Although I feel my greatest accomplishments are still ahead of me , I am proud of my involvement with the International Business Conference93 project. I made my contribution as part of that team and learned a lot in the process. 虽然我认为我的最大成就还未出现 , 但我对于曾参与 “ 九三国际商务会议 ” 这个活动感到很自豪。作为筹划小组成员之一 , 我做出了不少贡献 , 亦从中学到很多。 2.However , I believe in planning and proper

management of my time reduce panic deadlines. 但我相信适当地分配时间及周详的计划能减少最后工作期限而带来的恐慌。

3.Are you more of a follower or a leader? 你更像一个跟随者，还是一个领导者？

4.I have very strong observation power. I can generate interesting ideas from minor things and once the idea is formed, I have strong urge to put it into action. 我认为我有很强的观察力，能从小事引发出有趣的想法。而且想法一旦形成，便有很强的愿望付诸实行。

5.I always give each job my best efforts, so when others are not pulling their weight, I would be frustrated. 我做每份工作总是全力以赴，所以当我发现其他人没有努力做时，我会感到挫折失意。

6.But I always look for them and it keeps me alert and motivated so I do a better job. 但我总是努力找出这些错误，这令我保持警觉及积极，所以我做得比别人好。

Words and Expressions strength n.实力，长处  
weakness n.短处，薄弱之处 strong points 长处 weak points 短处  
stubborn a.顽固的，坚决的 insistence n.坚持，执着 compromise n.妥协，和解，折衷 stimulate v.刺激，鼓励 encounter v.偶遇，面对 repetitive a.多次反复的，重复的 enthusiasm n.热心，积极性 constructive a.建设性的 observation power 观察力 generate v.产生，形成 pull ones weight 努力做好份内的工作 frustrated a.挫折的，失望的

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