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建议阅读原文

[https://www.100test.com/kao\\_ti2020/254/2021\\_2022\\_AboutYourS\\_c96\\_254214.htm](https://www.100test.com/kao_ti2020/254/2021_2022_AboutYourS_c96_254214.htm) Key Sentences (重点句子)

251. Have you any experience with a computer? 你有使用电脑的经验吗? 252. Do you use a computer? 你会操作电脑吗? 253. Can you take shorthand? 你会速记吗? 254. Can you dictate? 你会笔录吗? 255. How are your typing skills? 你打字技巧如何? 256. Did any of your previous positions require typing? 你以前的职务中有没有需要打字的? 257. I have approximately three years experience using a computer. 我有大约三年操作电脑的经验。 258. I type 65 words per minute. 我每分钟打65个字。 259. I've been typing for a good many years. 我打字已多年了。 260. I've learned shorthand but have no experience. 我学过速记，但没有经验。 261. Yes, ma'am. I can take dictation. 是的，女士，我会笔录。 262. Which computer software do you know? 你懂得哪些电脑软件程序? 263. Page Maker and Microsoft Word. 电脑排及Word文字系统软件。 264. Can you drive? 你会开车吗? 265. I have a drivers license 我有驾驶执照。 266. What certificates of technical qualifications have you obtained? 你有何种技术资格证书? 267. I've receive a Business English Certificate. 我有商务英语证书。 268. I've got an Associate Professors Qualification Certificate. 我获得了副教授资格证书。 Dialogue A (I = Interviewer主试人 A = Applicant受试人) I: How are your typing skills? A: I've been typing for a good many years. I: How many words do you type per minute? A: I type 65 words per minute. I: Can you dictate? A

: Yes , maam. I can take dictation. I : Do you take shorthand ? A : Yes , I take shorthand pretty fast. I : Have you any experience with a computer ? A : I have approximately three years experience using a computer. I : What kind of computers are you experienced in ? A : Im experienced in IBM - PC , Compact and Great Wall computers. I : What kind of software do you have working knowledge of ? A : I have working knowledge of WINDOWS and DOS. I : What certificates of technical qualifications have you received ? A : Ive received a Computer Operators Qualification Certificate. I : Can you drive ? A : Im learning now. Dialogue B I : Did any of your previous positions require typing ? A : Yes , but I cant type very quickly. I : How many words can you type per minute ? A : I type about 40 words per minute. I : How are your dictating skills ? A : I can take dictation in English at 100 words per minute. I : Do you take shorthand ? A : Ive learned shorthand but have no experience. I : What certificates of technical qualifications have you obtained ? A : Ive received a Business English Certificate. I : Do you have a drivers license ? A : Yes , I have. I : Which computer software do you know ? A : Page Maker and Microsoft Word. Notes注释 1.Im experienced in IBM-PC , Compact and Great Wall computers. 我熟悉IBM - PC , COMPACT和长城电脑。 2.What kind of software do you have working knowledge of ? 你对何种电脑软件具有应用知识 ? 3.How are your dictating skills ? 你的笔录速度如何 ? 4.I can take dictation in English at 100 words per minute. 我能用英语笔录每分钟100个单词。 Words and Expressions shorthand n.速记 dictate v .笔录 per

minute 每分钟 software n.软件 license n.执照 qualification n.资格  
, 合格证明 Associate Professor n.副教授 maam ( madam/P\$D P/  
之略写形式 ) n.夫人, 女士 100Test 下载频道开通, 各类考试  
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